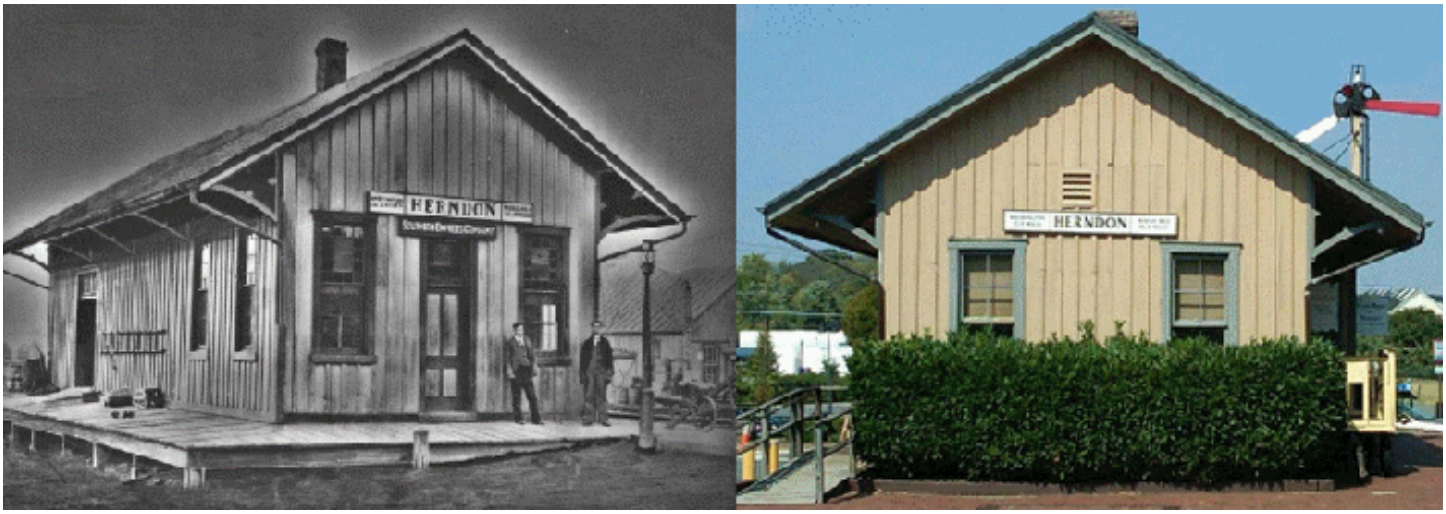
DRAFT | 10.26.2020

HISTORIC DISTRICT OVERLAY

GUIDELINES



TOWN OF Herndon VIRGINIA

HISTORIC DISTRICT OVERLAY

GUIDELINES

2020

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COMMONWEALTH PRESERVATION GROUP

WORK PROGRAM ARCHITECTS

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1 INTRODUCTION TO THE GUIDELINES

The Town of Herndon is an anomaly in the current landscape of modern-day Fairfax County, Virginia. Situated between Dulles International Airport and Reston Town Center, Herndon is one of the last remaining vestiges of the quaint small town in what is now the sprawling suburbs of Washington, D.C. Originally developed around a small railroad depot to support the surrounding agricultural area, Herndon differs in character from other historic Northern Virginia towns and cities. **Residents value the small town feel of Herndon, and the Heritage District Design Guidelines have been written to protect the aspects of the town that the residents value most.**

In 1987, Herndon became a designated Certified Local Government (CLG), which is a program that is jointly administered by the National Park Service (NPS) and State Historic Preservation Offices (SHPOs) to assist communities with local preservation efforts. The CLG program is designed to recognize localities which have established preservation programs which meet professional standards. A requirement for maintaining CLG status is to adopt a historic district ordinance, establish a review board, and identify standards for review; Herndon began meeting these requirements when the Historic District Overlay (HPOD) was put in place in 1989 and the Heritage Preservation Handbook was adopted. Shortly after, Herndon's historic district was listed in the Virginia Landmarks Register and the National Register of Historic Places in the early 1990s.

In 2020, the district was renamed the Herndon Historic District Overlay (HDO) to more accurately reflect its compliance with the CLG program.

These guidelines replace the Heritage Preservation Handbook, and, like the Handbook, principally function to articulate how to best preserve Herndon's historic character with appropriate design consideration. Property owners, developers, business owners, and design professionals should reference these design guidelines while planning modifications to historic resources and designing new construction within the HDO. These guidelines are the basis of decision making for the Historic District Review Board (HDRB), the body responsible for reviewing projects for appropriateness; consistent review by the HDRB is reliant upon applicants providing the documentation outlined and required in this document. Town staff and officials will use these guidelines to make recommendations to the HDRB and for reviewing appeals.

In addition to the design guidelines, a resource guide, available here, has also been developed to help inform preservation projects within the HDO. The resource guide contains general guidance from the Town of Herndon, the Virginia Department of Historic Resources, and the National Park Service, as well as specific information relating to preservation education and material studies. This information was provided in a single document in order to act as a toolkit for both Town of Herndon staff and residents and design professionals planning renovation projects in the HDO.

The design guidelines set forth expectations which will ensure the integrity of the district remains intact over time and the architectural history of the Town is preserved.

When should the guidelines be used?

WHO SHOULD USE THE GUIDELINES?

These guidelines should be used when changes are being considered for properties within Herndon's HDO. Different sections of this publication should be referenced depending on the type of resource:

1. **Contributing properties (historic buildings)**
2. **Noncontributing properties (non-historic buildings)**
3. **New construction**

Property owners who are making exterior alterations or additions to contributing properties should reference Chapter 4 and Chapter 5 to ensure scale, massing, material selections, and placement are compatible with their historic buildings.

- Property owners who are making exterior alterations or additions to noncontributing properties should reference Chapter 7. Since these properties are not historic, the guidance is more lenient for these resources. However, changes to these buildings should be consistent with the resource type and style.
- Property owners or developers who are designing new buildings for construction within the boundaries of the HDO should consult Chapter 8 throughout the process to ensure that these new buildings are compatible with other district resources and features, and do not negatively impact the overall character of the district.
- If someone wants to relocate a building from, to, or within the HDO, or demolish a building within the district, Chapter 10 should be referenced to obtain necessary approvals prior to conducting the work.
- The HDRB and Town of Herndon staff will use all aspects of the guidelines to evaluate the appropriateness of exterior changes to properties in the HDO.
- Developers, builders, and design professionals will utilize the guidelines to guide the design parameters, narrative, approach, form, details, materials, and all other aspects of design when developing proposals for changes to existing properties or designing new construction within the HDO.

The Historic District Review Board

The Historic District Review Board (HDRB) consists of seven local citizens appointed by the Town Council. Of the members, one is required to be an architect, one is required to have professional historic preservation experience and knowledge, and one is required to be an attorney. The HDRB is granted the authority to review applications for exterior changes to properties within the HDO and determine appropriateness based on these guidelines and zoning code criteria. If the HDRB approves changes, a Certificate of Appropriateness (COA) is issued. The HDRB meets twice a month, for a work session and a public hearing. Both meetings are open to the public, however, public comments can only be made at the hearing.

In addition to reviewing applications and issuing COAs, the HDRB advises the Planning Commission on the appropriateness of any proffered design elements that are part of a rezoning application within the HDO, and advises the Planning Commission and Town Council on special projects related to the HDO.

Certificate of Appropriateness (COA)

A Certificate of Appropriateness or COA is the name of the approval that is granted by the Town for certain exterior changes to existing buildings and structures and the construction of new buildings and structures in the HDO. Some improvements require Town staff approved COAs, some improvements require HDRB approved COAs, and some improvements are exempt from receiving a COA. The Town maintains a list of the typical types of improvements that fall under each category as part of the HDO Procedure Guide. This guide also lays out the suggested and the necessary steps to follow when altering and improving a property within the HDO. The COA application form is available on the Town's website and includes a checklist of items that are typically required for submission as part of the application.

The Review Process

Town staff maintains an HDO Procedure Guide that clarifies and summarizes the review process for any improvements proposed to HDO properties. This guide is aimed at property owners, business owners, and anyone else who lives or works in the HDO, or their representatives, who are planning alterations to an existing building or structure in the HDO or the construction of new buildings or structures in the HDO. The HDO Procedure Guide, like the Herndon Historic District Guidelines, is most beneficial when employed as a resource during the earliest phases of a project, including the design phase. It provides a straightforward explanation of each step of the process, and includes helpful tips for navigating the review process. It also identifies the items that are exempt from review and the items that can be administratively approved by Town staff. Town staff periodically re-evaluates the process, and implements updates as necessary to enhance and streamline the experience for applicants and the HDRB. The HDO Procedure Guide is actively maintained to reflect the current procedural protocols.

While the HDO Procedure Guide is the best source for process information, some key process considerations for applicants are highlighted below.

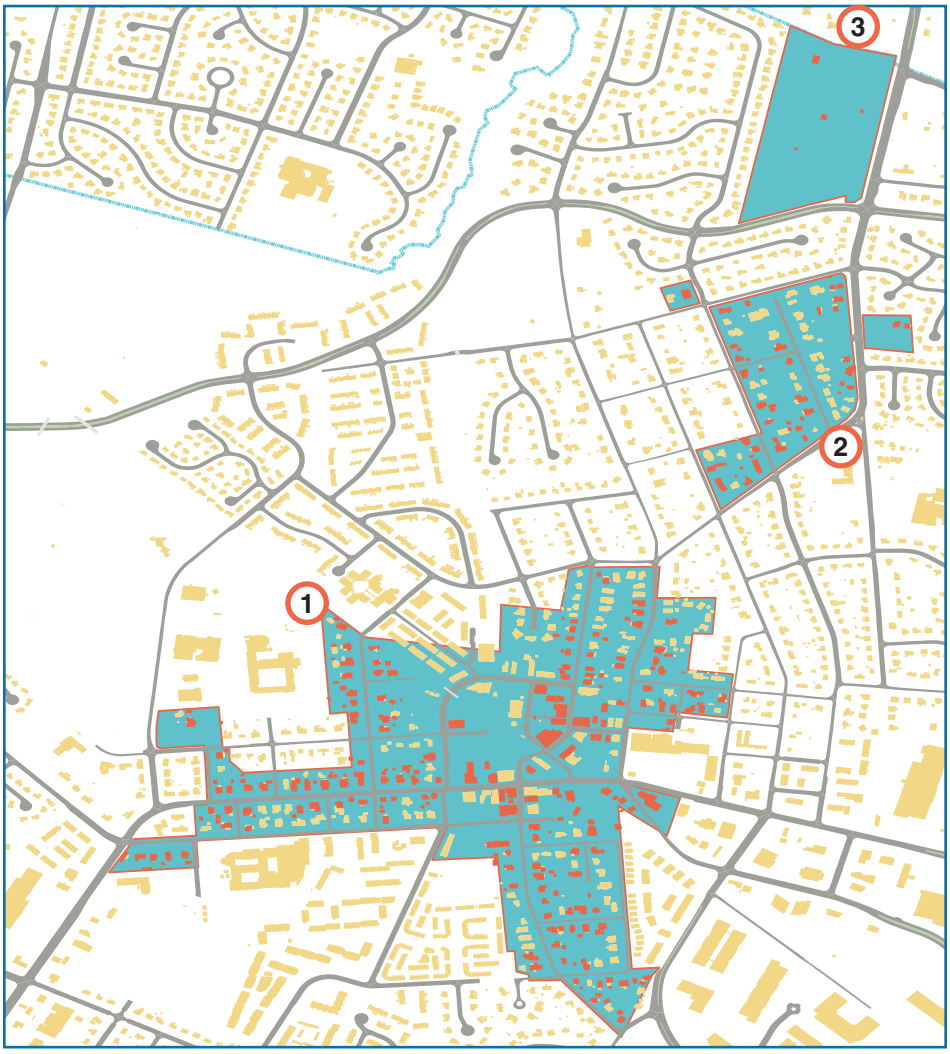
- Familiarize yourselves with the guidelines and process early in the planning and coordination phases of any project.
- Use the online resources available on the Historic District's webpage at www.herndon-va.gov/heritagepreservation including the HDO Procedure Guide, the Historic District Guidelines, and the HDRB meeting schedule.
- Engage with Town staff. Visit, call, or email Community Development staff with any questions. They are available to assist with the review process and can provide helpful tips regarding your project.
- Improvements to HDO properties fall into three distinct review process categories;
  - improvements that are exempt from review and only need staff verification of their exemption;
  - improvements that require a staff approved COA, which is completed administratively, and
  - alterations and new construction that require a HDRB approved COA, which is completed through a public meeting process.
- If an HDRB approved COA is necessary, the application will go to both an HDRB work session and a public hearing. Applicant attendance at these meetings is important, as the work session provides the applicant and the HDRB a less formal opportunity to discuss the project, while the public hearing is when the HDRB makes a formal decision. The two-meeting format allows applicants time to address any possible issues raised at the work session before the hearing and increases the likelihood of an approval.

**See staff for current list of administrative approvals, subject to change.*

Historic District Overlay Boundaries

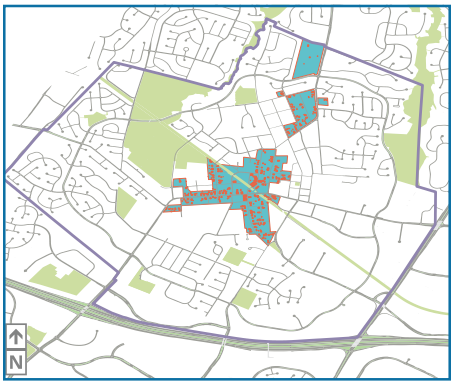
The boundaries of the Historic District Overlay (HDO) were established in 1989. The maps below show the extents of the HDO with contributing properties highlighted dark orange and noncontributing properties highlighted yellow. The HDO consists of three areas: (1) the downtown district, which includes the commercial center and immediate surrounding residential neighborhoods, and is roughly aligned with the state and national registered historic districts; (2) Van Vleck's addition, a historic residential subdivision; and (3) Chestnut Grove Cemetery, which is an active twenty-five acre cemetery established in 1872.

Herndon Historic District Overlay Map



Herndon Historic District Overlay (HDO)
Contributing building
Noncontributing building

Key Map



Town of Herndon boundary
HDO
Contributing building

Contributing and Noncontributing Resources

The National Park Service (NPS) describes how to determine if resources are to be considered contributing or noncontributing to a historic district or an individually listed property. This information is used by those preparing National Register nominations; the National Register nomination form identifies which resources within the nominated boundary contribute or do not contribute to its significance. For the Herndon HDO, this information is provided in the National Register nomination form for the Herndon Historic District.

An important part of determining if a resource is contributing or noncontributing to a National Register historic district or individual property is based on whether or not a property or structure retains its architectural, historic, or cultural integrity. Integrity is defined by NPS as the "authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period." Integrity is measured based on seven qualities:

1. **Location**: the place where the historic property was built, or where the historic event took place.
2. **Design:** the composition of elements that constitute the form, plan, space, structure, and style of a property.
3. **Setting:** the physical environment of a historic property that illustrates the character of the place.
4. **Materials:** the physical elements of a property combined in a particular pattern or configuration.
5. **Workmanship:** the physical evidence of the crafts of a particular culture or people during any given period of history.
6. **Feeling:** the quality that a historic property has in evoking the aesthetic of historic sense of a past period of time.
7. **Association:** the direct link between a property and the event or person for which the property is significant.

For historic resources within the HDO that retain their historic integrity and are contributing to the significance of the district, keeping these qualities is of the utmost importance in order to maintain the overall character of the district.

Contributing Resources	Noncontributing Resources
A contributing resource adds to the historic significance of the HDO. A contributing resource: • Was present during the period of significance, • Relates to the documented significance of the district, • Retains historic integrity (as outlined in the qualities listed above), • Or, it independently meets the National Register criteria.	A noncontributing resource relates to and is part of the HDO, but does not contribute to the district's historic significance. A noncontributing resource: • Was not constructed during the period of significance, • Does not relate to the documented significance of the district, • No longer retains its historic integrity (as outlined in the qualities listed above), due to significant alterations, additions, or other changes, • And, does not independently meet the National Register criteria.

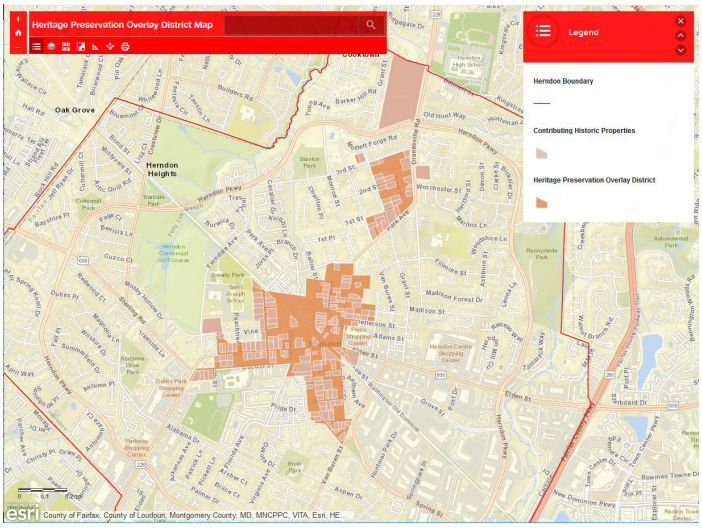
Some guidelines are applicable to both contributing and noncontributing resources; however, most are distinct and separate. Guidelines for contributing resources are outlined in Chapter 5, while guidelines for noncontributing resources can be found in Chapter 7.

Is my property in the district? Is my property contributing or noncontributing?

The Department of Community Development has an online map where you can search for your property by address and find out whether it is included in the Historic District Overlay, and whether it is a contributing or noncontributing resource.

The map can be found on the Herndon Community Development website under Map Resources, or by clicking here.

Enter the address of the property on which you plan to perform work, or zoom in and located it on the map, and click on the building footprint. A small box will pop up on screen and indicate whether the building is inside the district, and whether it is contributing or noncontributing.



Historic Development of Herndon

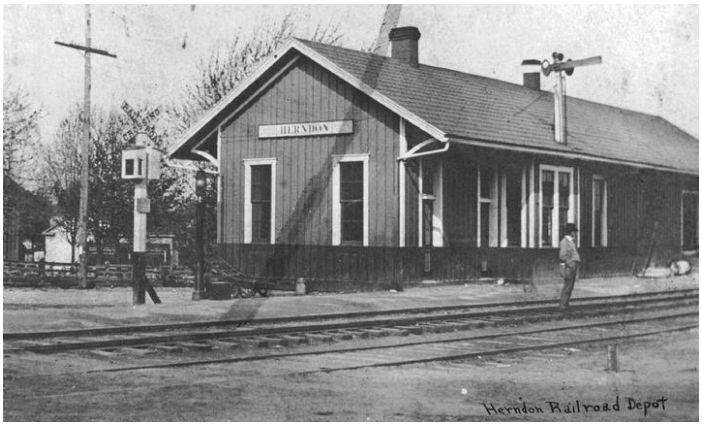
HISTORY OF THE TOWN OF HERNDON

Herndon is a town located in Fairfax County, Virginia, in the Washington, D.C. metropolitan area. The town is situated between Dulles International Airport and Reston Town Center, and in sharp contrast to these modern developments, Herndon retains its quaint small-town feel.

Fairfax County was largely agricultural and Herndon remained undeveloped during the early nineteenth century, until a mill was constructed near present-day Elden and Locust Streets. The mill provided a central location for local farmers to congregate and acted as a magnet for other development, which eventually became a settlement. Construction of the Alexandria, Loudoun & Hampshire Railroad began in 1855, and by 1857 this settlement was selected as a pass-through site for the rail line. A post office followed in 1858; it was at this time that the settlement was given the name Herndon, for Captain William Lewis Herndon. The twenty-seven-mile Alexandria, Loudoun & Hampshire Railroad lie to Herndon was completed in 1859 and the Herndon Depot was constructed that same year; it is the earliest remaining resource in the district. The rail line was renamed the Washington & Ohio Railroad in 1870, and again in 1911 when it became the Washington & Old Dominion Railroad.

The first map of Herndon was printed in 1878 in G.M. Hopkins's Atlas of Fifteen Miles Around Washington D.C.; shortly after, in 1879, the town was legally incorporated, keeping the name Herndon. Town council meetings were held in the depot. The town's commercial district continued to grow as the railroad provided a means of transporting the raw agricultural goods (primarily dairy products) to other locations for processing and distribution. The gridded street pattern was cut by the diagonal rail line, which ran from southeast to northwest. This feature is still present in Herndon today, as the rail line was converted into a utility right-of-way and recreational trail; the same rail line which helped in Herndon's early establishment is the same resource that has ignited its resurgence, as the W&OD Trail is a draw for both residents and tourists alike.

View from R. R. Station, Herndon, Va.



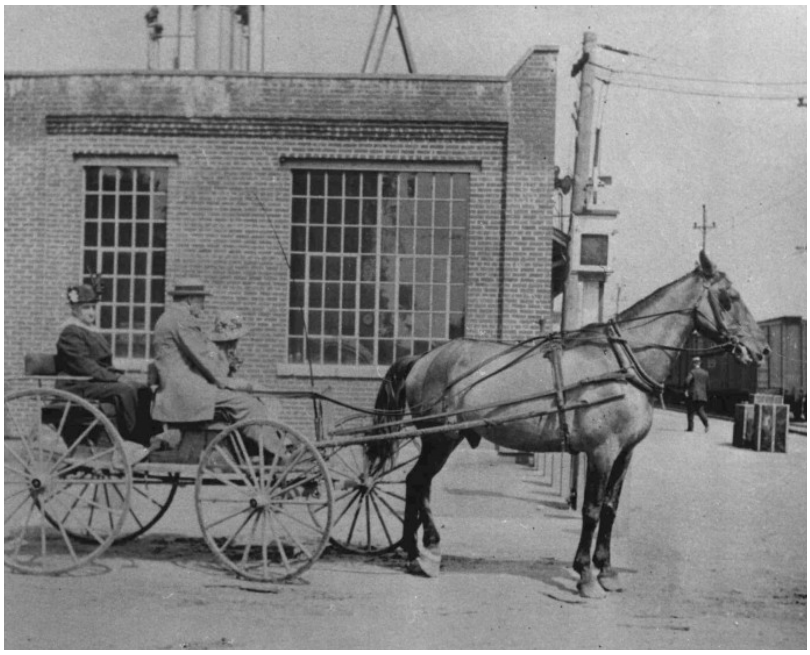
Images courtesy of the Herndon Historical Society

Residential neighborhoods began to develop on the outskirts of the commercial core, primarily to the west, in the late 1800s, with the majority of the resources dating from 1890 through 1920. Van Vleck's Addition, a subdivision to the north of the primary district, was also established during this time in 1895. Typical residential architectural styles are Queen Anne, Craftsman, and Colonial Revival, as well as a number of vernacular examples.

A fire in the spring of 1917 destroyed nearly twenty buildings in downtown Herndon. Prior to the fire, the majority of the buildings in Herndon were frame construction; however, after the fire, the buildings that were lost were quickly rebuilt using brick instead of wood. By this time, Fairfax County was already beginning to see development geared towards Washington, D.C. commuters. Residential development has steadily continued through the period of significance of the district and to the present, with the remaining large historically agricultural lots being subdivided to accommodate new residential construction.

The Periods of Significance

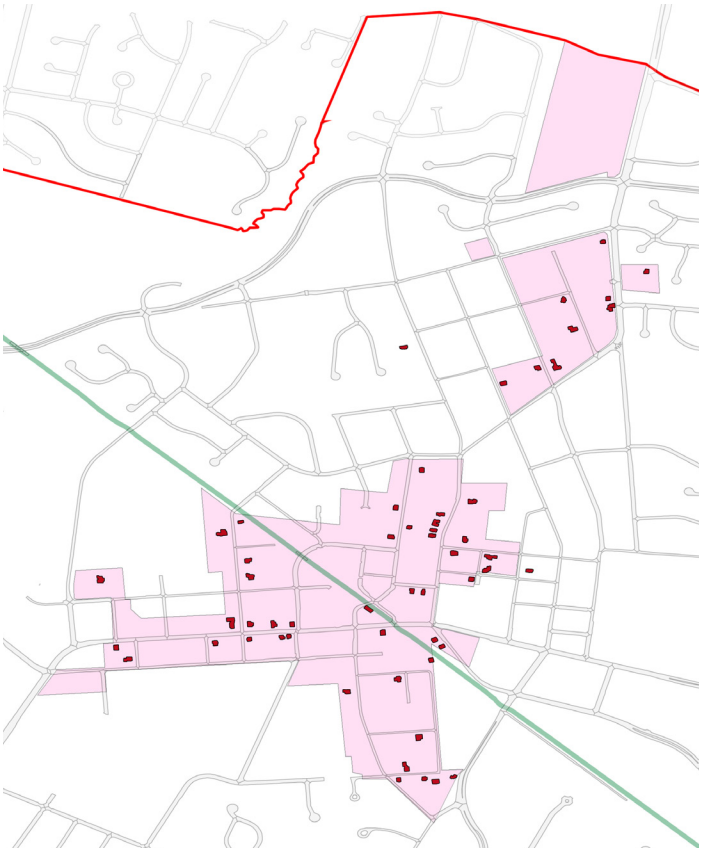
The overall period of significance for the National Register listed Herndon Historic District spans between 1855 and 1940. Those dates are also used to set the extents of the HDO's period of significance. The beginning date, 1855, is when the railroad was constructed and a flurry of development around the Herndon depot began. The end date, 1940, marks the approximate time when the typically-used 50-year-old threshold for qualification as a contributing resource was met when the district was established in 1989. Within that period, the majority of historic development that exists today took place during two specific eras. The first is the residential development around the downtown and in Van Vleck's subdivision that occurred between 1890 and 1920. The second is the downtown commercial development that occurred following the fire of 1917. The majority of the contributing resources in the HDO were built during these two phases of development. Of course, development in the HDO steadily took place after 1940 and infill development continues today. The maps on the following pages explore each notable phase of development in the HDO.



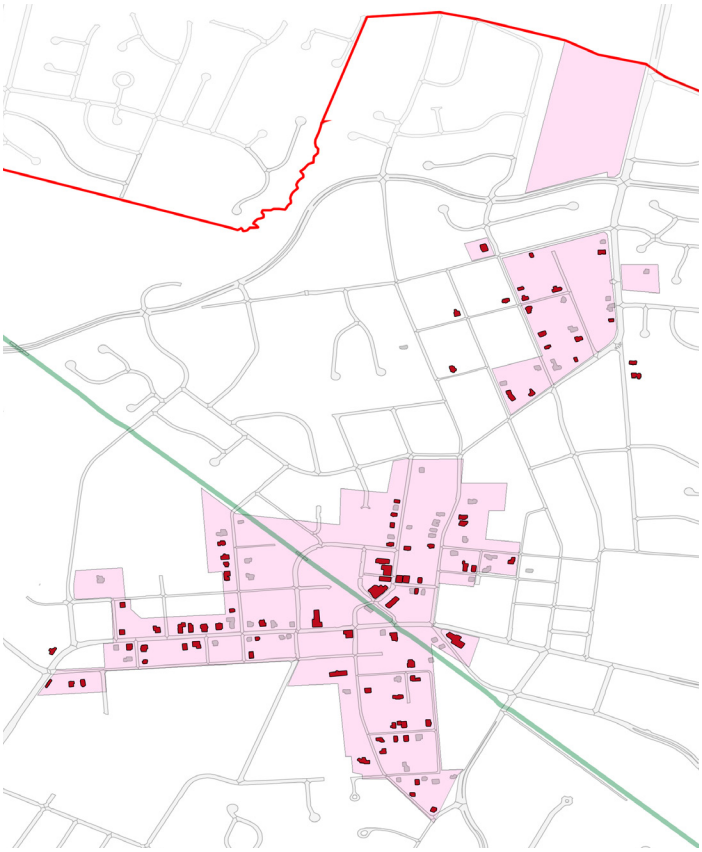
Images courtesy of the Herndon Historical Society

The Periods Of Significance

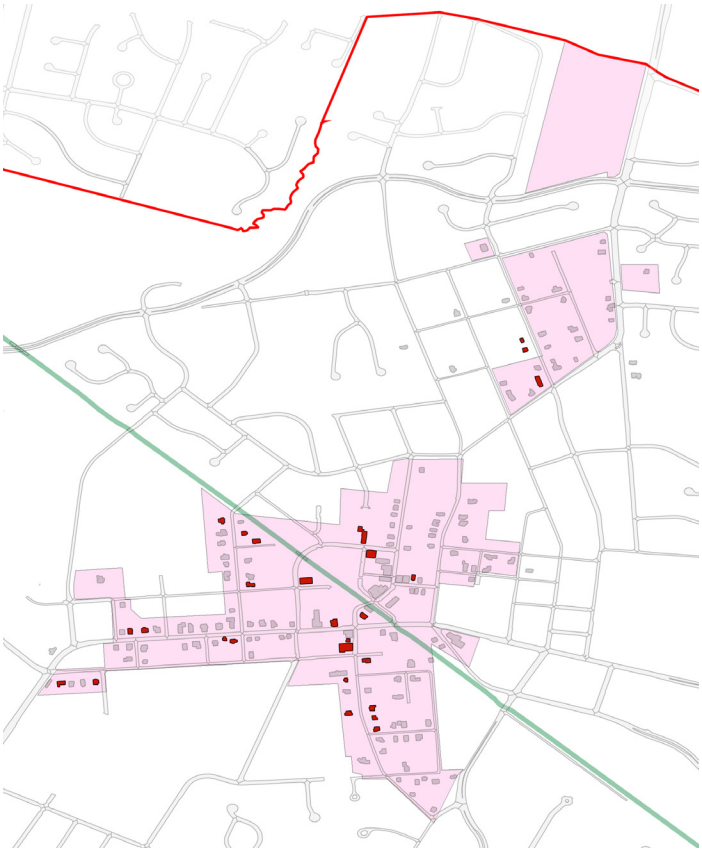
The following maps illustrate the development of Herndon. Buildings constructed during each phase are highlighted in red to illustrate the areas and directions of expansion over time.



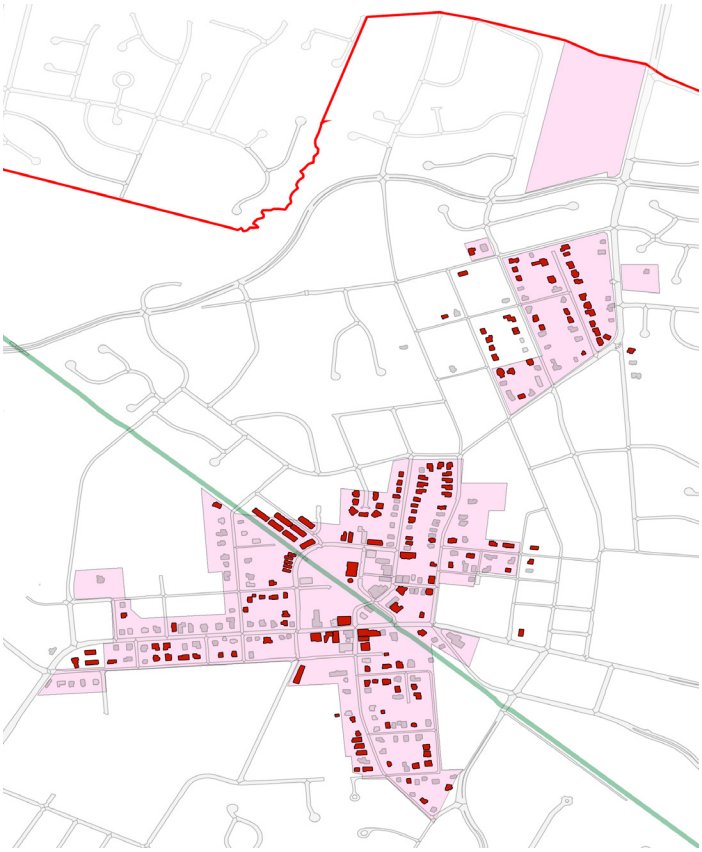
Phase 1: 1855-1890 Limited development centered around the rail depot; includes the earliest resources in the district, including Herndon Depot.



Phase 2: 1890-1920 Some commercial development, but primarily residential, including Van Vleck's addition, which lies northeast of the core district.



Phase 3: 1917-1940 Commercial reconstruction after the 1917 fire, and continued residential development, albeit at a slower pace.



Phase 4: 1940-present day Modern infill, including both residential and commercial development. Examples include mid-century modern architectural styles, as well as mixed use and multi-family development.

CHAPTER 2
HISTORIC DISTRICT OVERLAY






APPLICATION AND REVIEW PROCESS

1 Familiarize Yourself with Process and Guidelines

As with any project, early planning and coordination are critical for success. When a potential applicant starts planing their next project, it's important to first visit the town's HDO web page and review the HDO Process Guide. The website provides the most up-to-date info necessary to understand the process and will contain the current meeting and application deadline schedule. If assistance is needed determining whether a project requires HDRB approval or administrative approval, call or email the Department of Community Development, and staff can assist.

2 Visit Town Staff

Stop by the Community Development Division of the Department of Planning at the Herndon Municipal Center to pick up an application for your project and learn more about the HDO, and HDRB review process. Town staff will be able to answer any questions you have about the review process and provide the application form itself.

3 Fill out and submit your Certificate of Appropriateness (COA) application to the Department of Community Development, providing all required materials:

The submission requirements for a COA application differ depending on the type of improvement proposed. The HDO Process Guide lists the various materials required for each improvement type. Please note that some proposed improvements require submission of standard scale plans and architectural drawings.

Note: Additional documentation is required for an application for demolition of a contributing building in the Historic District Overlay; this information is provided in Chapter 10.

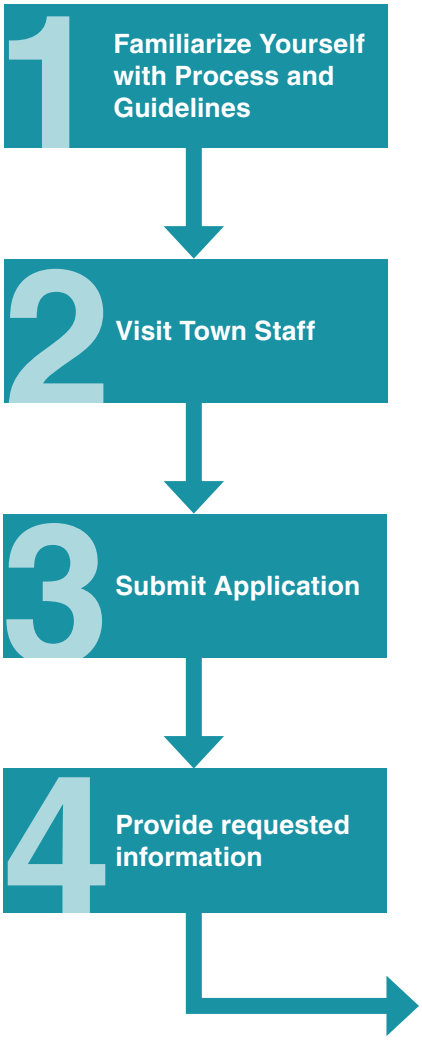
4 Provide any additional documentation requested by Staff

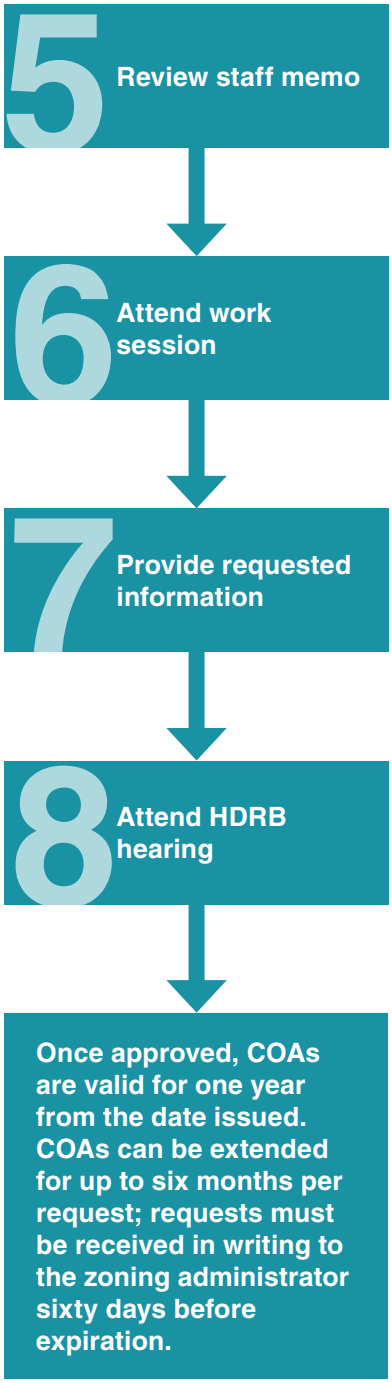
Upon submission of a COA application, staff will review it for completeness and may request the submission of additional information before the application is scheduled for HDRB review. Note that applications with issues associated to zoning ordinance compliance may not be scheduled for HDRB review nor can applications that have not received required prior approvals be scheduled for HDRB review. In cases where a COA application is not fully ready for HDRB consideration at a public hearing, applicants can request to be placed on a work session agenda as a discussion item. Discussion items can receive preliminary advisory input from staff and the HDRB, but those reviews do not serve as the official HDRB review.

Herndon Municipal Center
777 Lynn Street
Herndon, VA 20170

Department of Community Development
(703) 787-7380

HDRB Review Path





5 Receive and review the Staff Memo

Once a COA application is complete and scheduled for HDRB review at a public hearing, staff will write a report which will explain the proposed project, identify possible issues, and include a recommendation for HDRB action. This report will be reviewed by HDRB before the meeting, so you should familiarize yourself with the contents.

6 Attend a work session

After submitting an application, you are encouraged to attend one or more of the HDRB work sessions to discuss your project. During these meetings, the HDRB reviews the proposed plans and provides comments to help guide the applicant towards a successful COA application. The HDRB may request additional information, drawings, images, or samples at the meeting.

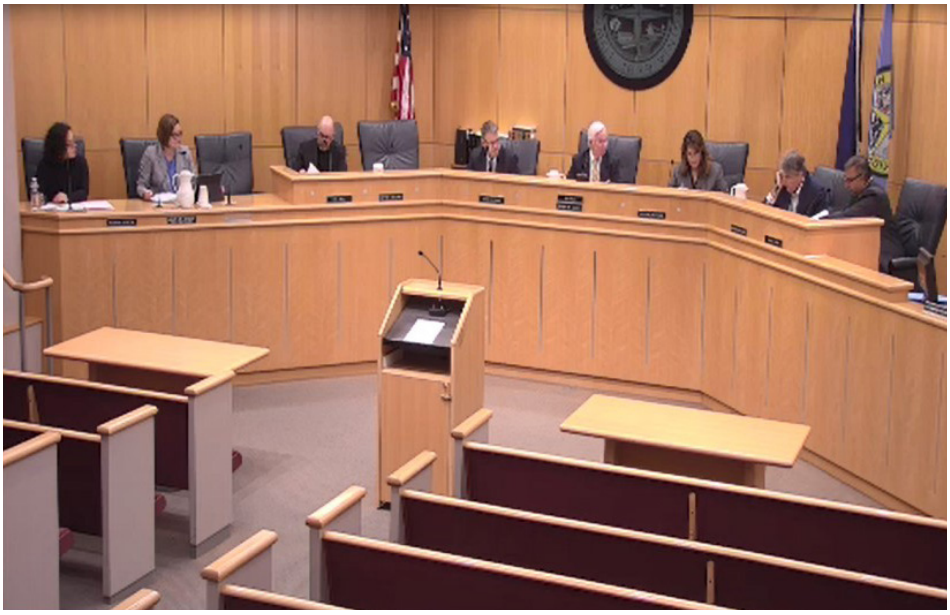
7 Provide any additional documentation requested by HDRB

During the work session, HDRB may request additional information in order to make their formal decision. This additional information should be provided to Community Development Staff in a timely manner, prior to the scheduled HDRB hearing.

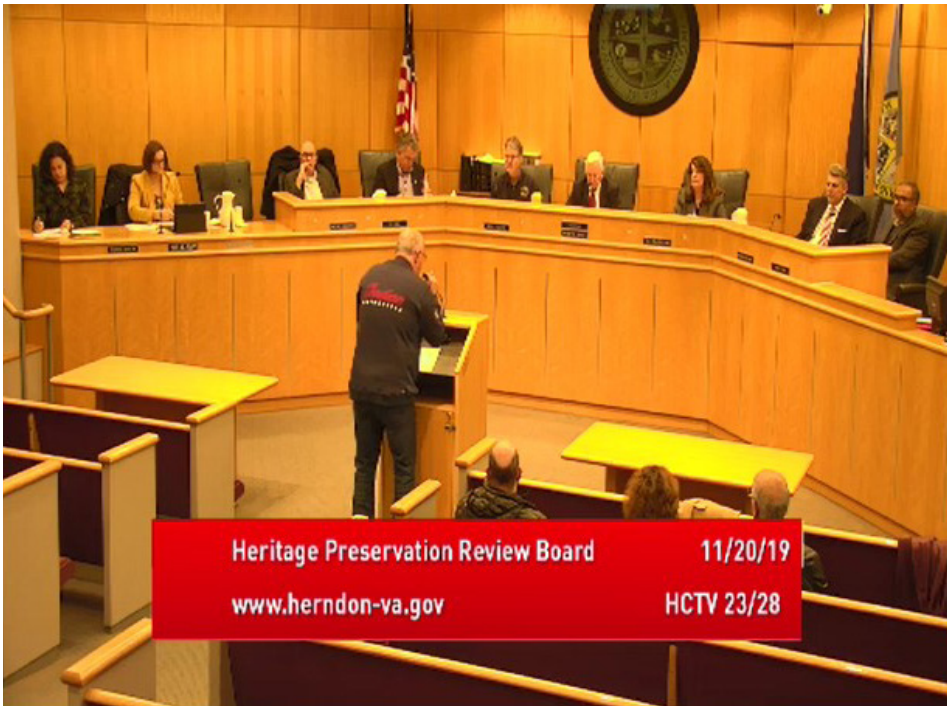
8 Attend the HDRB hearing

Once you have provided all necessary information, Town staff will place your project application on an HDRB meeting agenda. Attend this meeting to answer any questions the HDRB has about your project. Several outcomes are possible at the end of an HDRB hearing:

1. **Approve**: If approved, the applicant will receive a COA. At this point, the HDRB process concludes and the applicant can proceed with the project.
2. **Approve with Modifications:** If approved with modifications, the applicant will receive a COA, which outlines the modifications required by the HDRB for approval. At this point, the HDRB process concludes and then the applicant can proceed with the project.
3. **Defer:** If the HDRB determines they need additional information in order to make a decision, they will defer the decision to a later date to allow the applicant to gather and submit the requested material. At this point, the application is on hold pending review of additional information. The HDRB will issue a decision after the information is received.
4. **Deny:** If denied, the applicant must revise the project to address the concerns of the HDRB. The HDRB will provide their decision in writing, giving the applicant reasons for denial. The applicant has the right to appeal the HDRB decision to Town Council; requests for appeals must be made in writing and submitted to the town's zoning administrator within 14 days of the HDRB finding.



HDRB work session
The public is welcome to attend the work session and listen to the board members discuss applications.



HDRB public hearing
The public is welcome to attend the public hearing and make comments on applications.

The Department of Community Development maintains a Historic District Review Board web page where applicants can find information about upcoming meeting agendas, meeting schedules, and other information pertinent to the HDRB.

To go to the web page, click here.

Two Options For Approval

Administrative Approval Path

1. Maintain
2. Repair
3. Replace In-Kind

-OR-

HDRB Review Path

1. Familiarize Yourself with Process and Guidelines
2. Visit Town Staff
3. Submit Application
4. Provide requested information
5. Review staff memo
6. Attend work session
7. Provide requested information
8. Attend HDRB hearing

General Description of Historic Resources

The following section provides descriptions and illustrations of the common architectural styles, massing profiles, and building types of the HDO's contributing resources.

An important resource to help identify the various exterior components of a contributing building that defines its character is the National Park Service's Preservation Brief No. 17, Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character. This is one of 50 Preservation Briefs provided by NPS; all other Preservation Briefs are linked in the Resource Guide for reference and use by those planning projects in the HDO.

Preservation Brief No. 17 outlines a building assessment process, beginning from a distance to understand its basic visual aspects, then moving closer to evaluate details and materials that contribute to the character-defining features of the building.

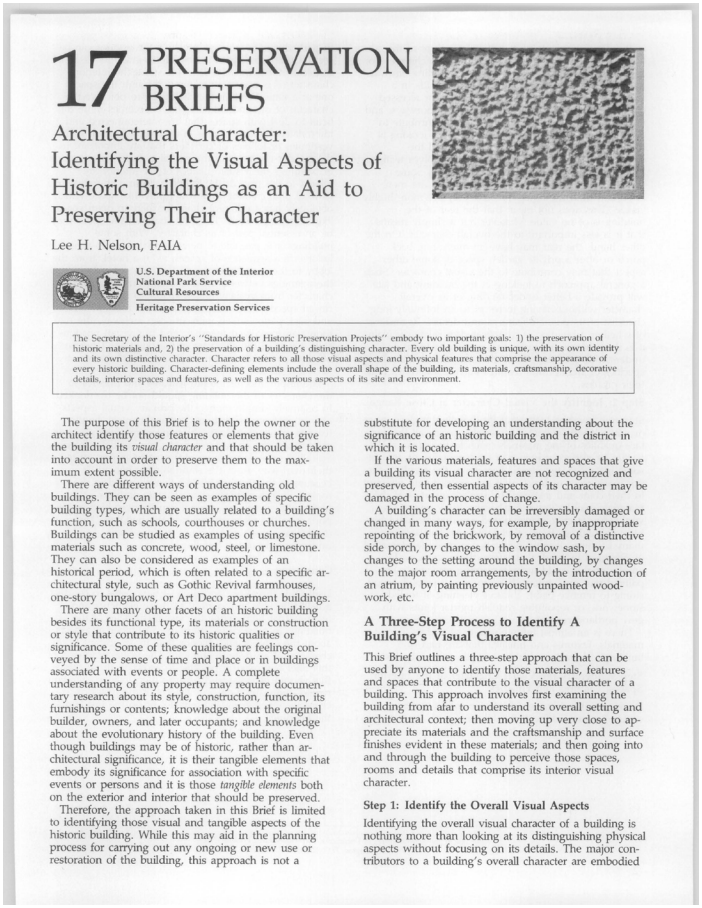
- Identify Overall Visual Aspects
- Visual Character at Close Range

When identifying the overall visual aspects of a building, looking for the following features:

1. **Shape** (Scale and Massing)
2. **Openings** (Voids, Windows, and Doors)
3. **Roof** (and Related Features, such as Dormers and Chimneys)
4. **Projections** (Porches and Balconies)
5. **Trim** and other **Decorative Details**
6. **Setting**

By examining the building from far away, across a street for example, one can gain an understanding of the character of the site and setting, without focusing on the intricate details. From this distance, the overall form of the building becomes clear.

Once the overall visual aspects have been examined and identified, move closer to the building; perhaps to the front sidewalk or yard. When identifying the visual character at close range, take note of the following features:



17 PRESERVATION BRIEFS

Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character

Lee H. Nelson, FAIA

U.S. Department of the Interior
National Park Service
Cultural Resources
Heritage Preservation Services

The Secretary of the Interior's "Standards for Historic Preservation Projects" embody two important goals: 1) the preservation of historic materials and, 2) the preservation of a building's distinguishing character. Every old building is unique, with its own identity and its own distinctive character. Character refers to all those visual aspects and physical features that comprise the appearance of every historic building. Character-defining elements include the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.

The purpose of this Brief is to help the owner or the architect identify those features or elements that give the building its *visual character* and that should be taken into account in order to preserve them to the maximum extent possible.

There are different ways of understanding old buildings. They can be seen as examples of specific building types, which are usually related to a building's function, such as schools, courthouses or churches. Buildings can be studied as examples of using specific materials such as concrete, wood, steel, or limestone. They can also be considered as examples of an historical period, which is often related to a specific architectural style, such as Gothic Revival farmhouses, one-story bungalows, or Art Deco apartment buildings.

There are many other facets of an historic building besides its functional type, its materials or construction or style that contribute to its historic qualities or significance. Some of these qualities are feelings conveyed by the sense of time and place or in buildings associated with events or people. A complete understanding of any property may require documentary research about its style, construction, function, its furnishings or contents; knowledge about the original builder, owners, and later occupants; and knowledge about the evolutionary history of the building. Even though buildings may be of historic, rather than architectural significance, it is their tangible elements that embody its significance for association with specific events or persons and it is those *tangible elements* both on the exterior and interior that should be preserved.

Therefore, the approach taken in this Brief is limited to identifying those visual and tangible aspects of the historic building. While this may aid in the planning process for carrying out any ongoing or new use or restoration of the building, this approach is not a substitute for developing an understanding about the significance of an historic building and the district in which it is located.

If the various materials, features and spaces that give a building its visual character are not recognized and preserved, then essential aspects of its character may be damaged in the process of change.

A building's character can be irreversibly damaged or changed in many ways, for example, by inappropriate repointing of the brickwork, by removal of a distinctive side porch, by changes to the window sash, by changes to the setting around the building, by changes to the major room arrangements, by the introduction of an atrium, by painting previously unpainted woodwork, etc.

A Three-Step Process to Identify A Building's Visual Character

This Brief outlines a three-step approach that can be used by anyone to identify those materials, features and spaces that contribute to the visual character of a building. This approach involves first examining the building from afar to understand its overall setting and architectural context; then moving up very close to appreciate its materials and the craftsmanship and surface finishes evident in these materials; and then going into and through the building to perceive those spaces, rooms and details that comprise its interior visual character.

Step 1: Identify the Overall Visual Aspects

Identifying the overall visual character of a building is nothing more than looking at its distinguishing physical aspects without focusing on its details. The major contributors to a building's overall character are embodied

The National Park Service's Preservation Brief #17, "Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character" - Click the image to download the PDF

1. **Materials** (Color, Shape, Texture, Craftsmanship)
2. **Craft Details** (Implemented Features and Texture)

The details that are noticeable from an arm's length distance are important in establishing the visual character of the building, as the materials dictate the color, texture, and other surface qualities of a building. Changes to these features that alter the original or historic materials and craft details will impact the architectural integrity of the building.

Residential Historic Resources

Residential neighborhoods were developed to the west, south, and northeast of the downtown commercial district. Van Vleck's addition does not directly abut the commercial core, but is located directly to the north and is easily accessible via Park Avenue. The majority of the residential historic resources were constructed between 1890 and 1920, and architectural styles within the district reflect this time period; these include Queen Anne, Folk Victorian, Colonial Revival, and Craftsman examples.

There are a series of historic residential resources which have been converted for commercial use in Herndon. In these cases, residential treatment strategies should be utilized so as to retain their historic residential character rather than using commercial treatment strategies.

Commercial Historic Resources

Historic commercial resources in Herndon are centered around the historic railroad depot. Street patterns in the historic commercial core are irregular; the general boundaries of the commercial core are Elden Street to the south, Center Street to the west and north, and Monroe Street to the east, with the W&OD Trail cutting diagonally through the center of this part of the district. The majority of historic resources in the commercial core were constructed after the fire of 1917; resources range in style from Classical Revival to Victorian to Art Deco.

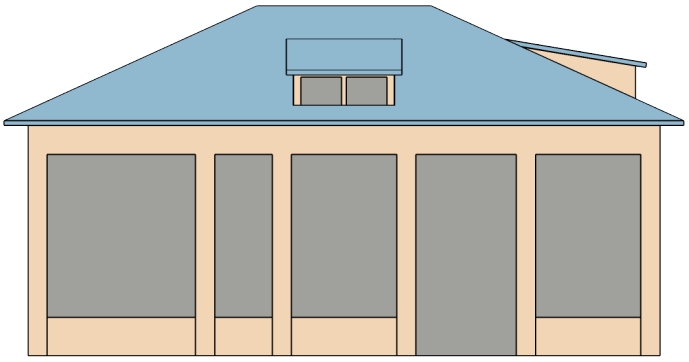
Institutional Historic Resources

The Town of Herndon has a number of historic resources that do not fit into the Residential or Commercial categories. These include five Gothic Revival churches, the vernacular Herndon Depot, and the Colonial Revival Town Hall. The historic institutional resources generally consist of places of public assembly, and hold a high level of significance within the community.

Building Form and Architectural Style

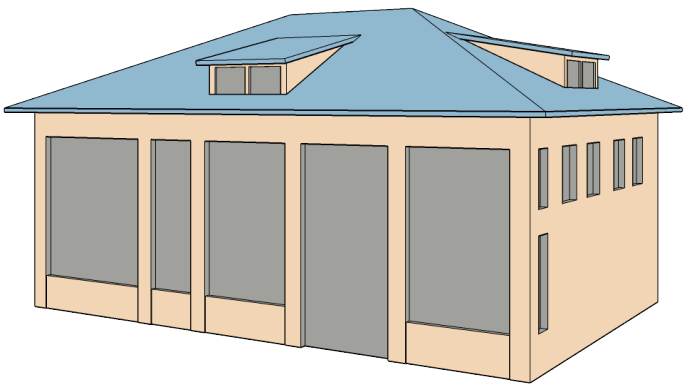
The massing of a building is defined by the combination of its shape, form, and size. How the massing is handled is an integral part in identifying and establishing architectural style.

Historic building represented in plan



Historic building form represented in elevation. Building mass is represented in tan, roof elements are in blue, and openings are in gray.

Historic building

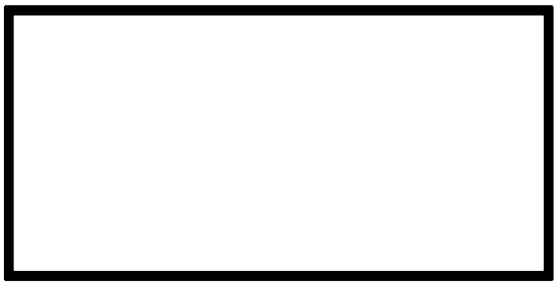


Historic building form represented in a perspective view.

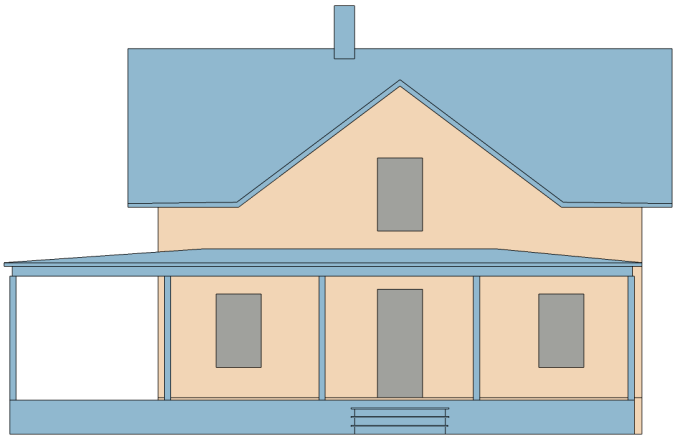
Residential Building Massing

Square or Rectangular

1. Often feature symmetrical facades and simple plans
2. Can have hipped, pyramidal or gable roofs
3. Common to many architectural styles, including Craftsman and Colonial Revival; variation in style comes from architectural detailing and non-structural details that are added to the exterior of the building.

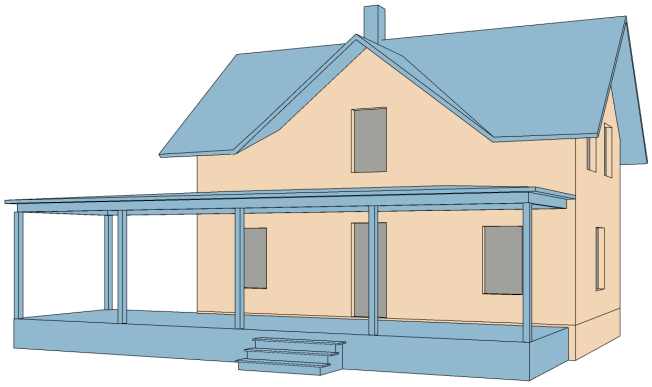


Historic residence represented in plan



Historic building form represented in elevation. Building mass is represented in tan, roof elements are in blue, and openings are in gray.

Historic residence

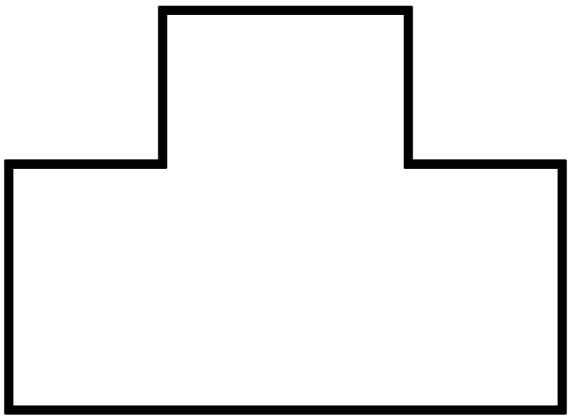


Historic residence form represented in a perspective view.

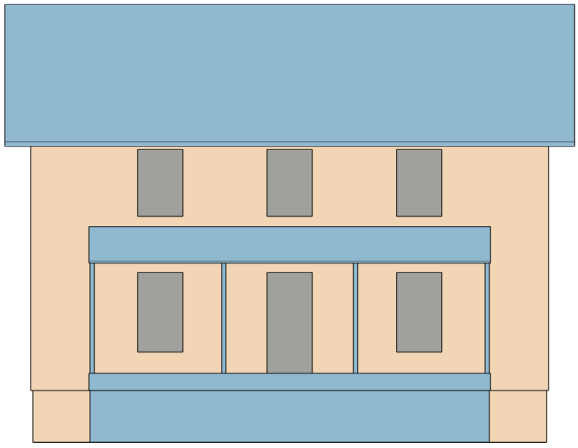
Residential Building Massing

Irregular (including T- and L-Shaped)

1. Common type of compound plan seen in Herndon, which features a cross-gabled roof.
2. The projecting portion that forms the “T” or “L” can be front-, side-, or rear-facing.
3. In Herndon, contributing irregular shaped buildings are primarily Folk Victorian, Vernacular, or Queen Anne.

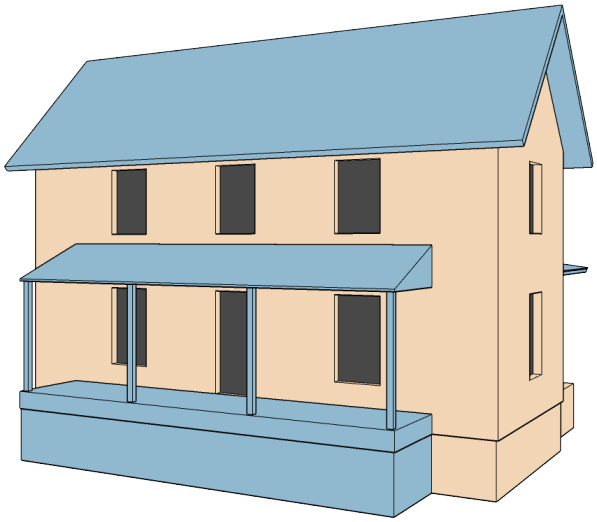


Historic residence represented in plan



Historic building form represented in elevation. Building mass is represented in tan, roof elements are in blue, and openings are in gray.

Historic residence



Historic residence form represented in a perspective view.

Residential Building Massing

Converted Residential

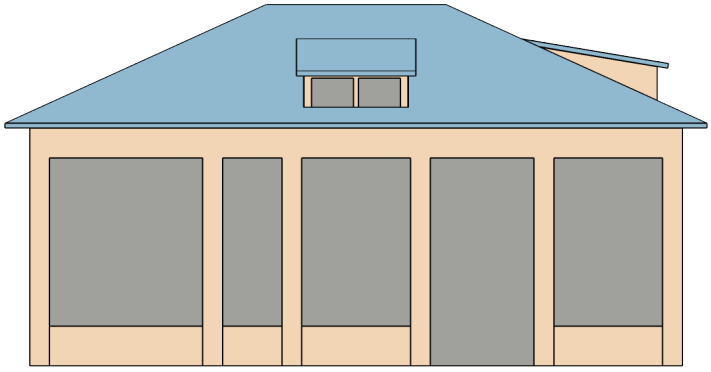
1. Commercial use in converted residential buildings is often two-stories with a square or rectangular plan.
2. Massing is a variety of the types seen in the residential section.
3. Common converted residential commercial buildings are Folk Victorian or Vernacular in style.

Commercial Building Massing

One-Story

1. Often rectangular in plan.
2. In Herndon, one-story commercial buildings often feature multiple bays.
3. Found outside of the center of downtown, between the core commercial district and residential neighborhoods.
4. Common one-story commercial buildings are Main Street or Art Deco in style; these are typically newer and more simplified commercial examples.

Historic building represented in plan



Historic building form represented in elevation. Building mass is represented in tan, roof elements are in blue, and openings are in gray.

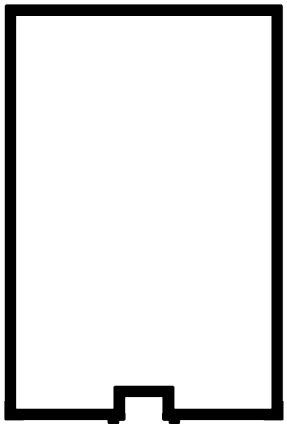
Historic building

Historic building form represented in a perspective view.

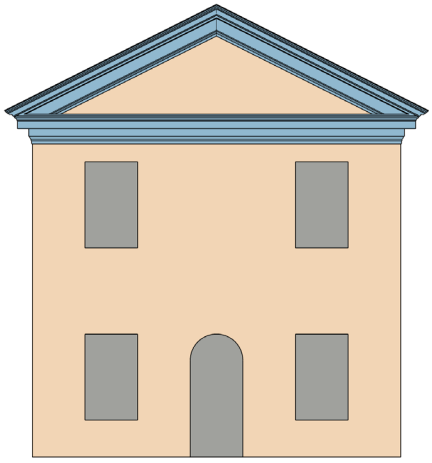
Commercial Building Massing

Two-story

1. Often seen in older commercial buildings.
2. More typical of the central commercial core.
3. Common two-story commercial buildings are Classical Revival, Italianate, or Victorian in style.



Historic building represented in plan



Historic building form represented in elevation. Building mass is represented in tan and architectural elements are in blue.

Historic building

Historic building form represented in a perspective view.

Architectural Styles

The following pages provide annotated examples of the most common contributing architectural styles found in Herndon's Historic District Overlay. These are to be used as a general guide to the character-defining features of each style for the given era, recognizing that each building is unique and some parts may appear differently than illustrated here, or not at all. If you have any questions about what architectural style your building is, consult Town of Herndon Community Development staff for help identifying the style of your building.

MOST COMMON ARCHITECTURAL STYLES FOUND IN HERNDON

Residential Contributing Architectural Styles

1. Folk Victorian
2. Craftsman
3. Gothic Revival
4. Queen Anne Victorian
5. Vernacular
6. Colonial Revival: English

Commercial Contributing Architectural Styles

1. Folk Victorian
2. Art Deco
3. Italianate
4. Classical Revival
5. Vernacular
6. Main Street

Institutional Contributing Architectural Styles

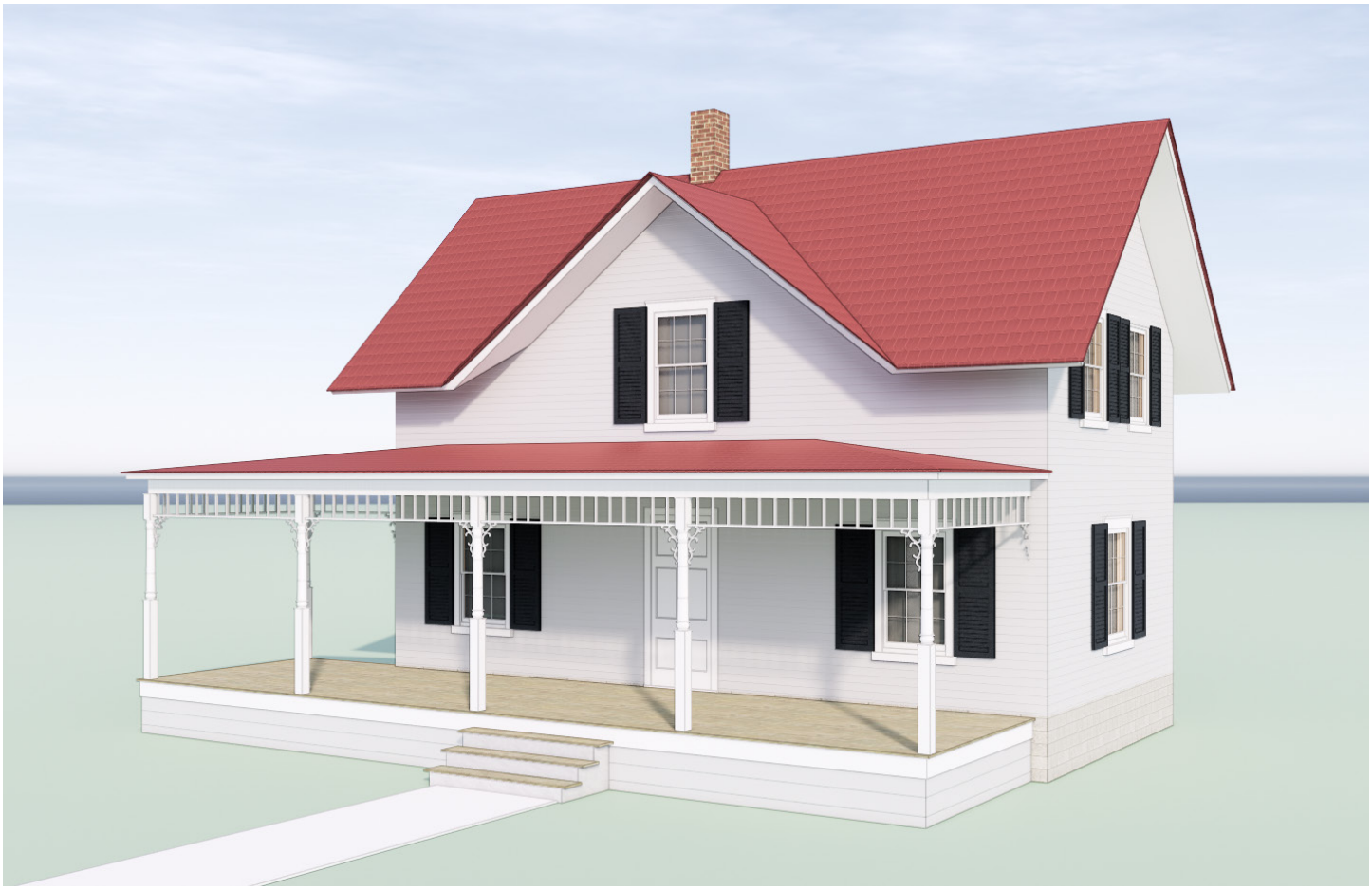
1. Gothic Revival
2. Colonial Revival

Other Styles Found In Herndon

1. Second Empire
2. Colonial Revival: Dutch
3. Classical Revival

Residential Contributing Architectural Styles

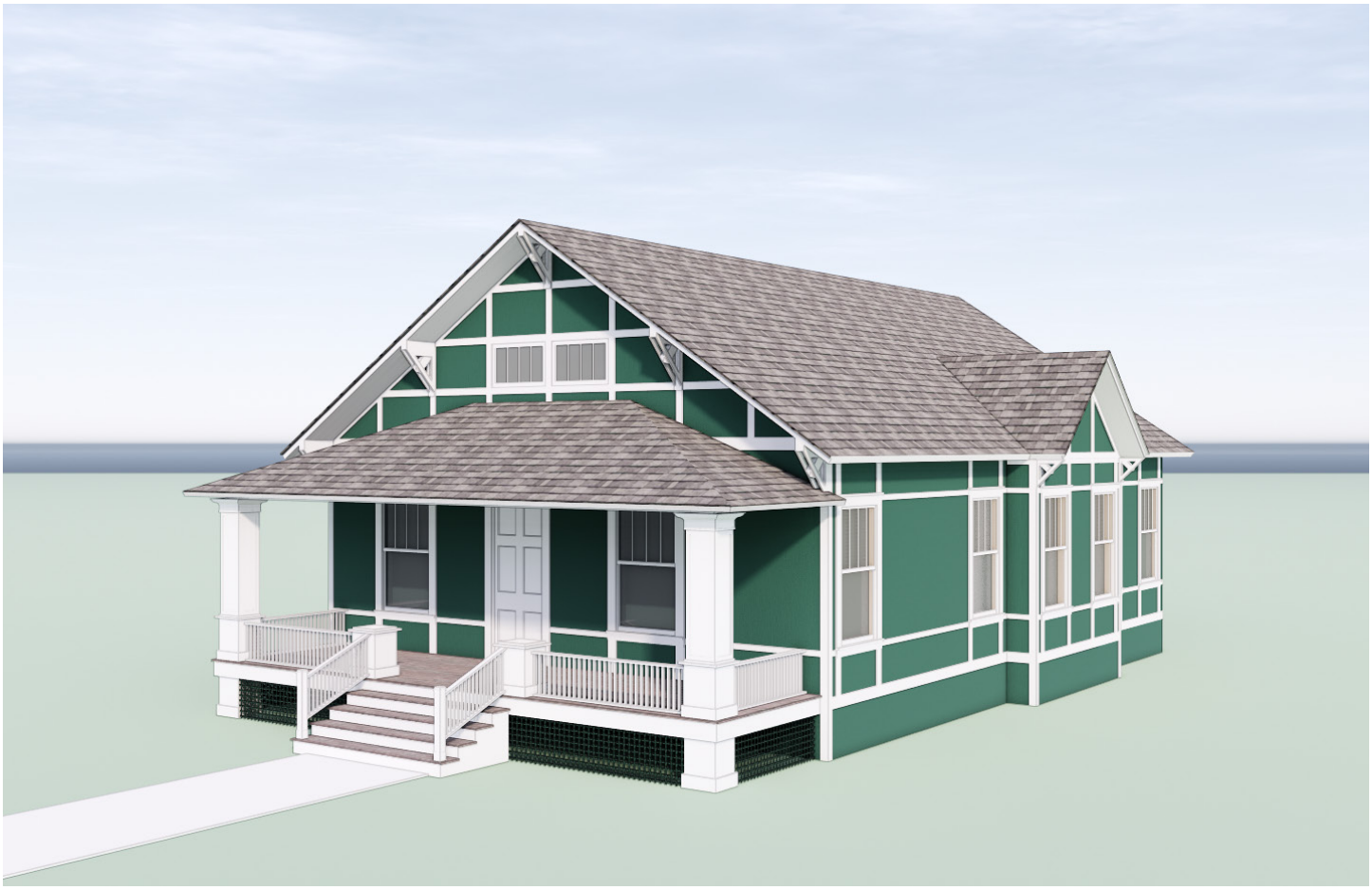
FOLK VICTORIAN
1870-1910



Character-defining features

- Front- or side-gabled roof
- Stamped or standing seam metal roofs are common
- I- or L-shaped building forms
- Full- or partial-width front porch
- Architectural details are usually limited to simplified details on porches

CRAFTSMAN
1910-1930



Character-defining features

- Emphasis on natural materials; most examples in Herndon are wood clad with brick or stone accents
- Full- or partial-width front porches with tapered, square porch supports on brick or stone piers
- Side- or front-gabled roofs on bungalows; hipped or pyramidal roofs on four squares
- Single dormers
- Exposed structural elements: rafter tails, brackets, purlins, ridge beams

GOTHIC REVIVAL
1910-1930

Character-defining features

- Wood frame construction with Gothic elements
- Steep gables
- Weatherboard cladding
- Gingerbread ornament

QUEEN ANNE
1875-1900

Character-defining features

- Generally asymmetrical with irregular plans
- Complex roofs; in Herndon, generally clad in stamped metal shingles or standing seam metal
- Steep roof pitches
- Exterior decorative woodwork; in Herndon, primarily spindlework on porches
- Often front-gabled

VERNACULAR
1850-1920

Character-defining features

- Minimal ornament
- Reflective of local tradition and materials: wood clapboard or board and batten siding, stamped metal shingle roofs
- Simple in form
- Small scale

COLONIAL REVIVAL: ENGLISH
1875-1930

Character-defining features

- Symmetrical facades
- Brick or wood siding
- Entrance porticos with classic detailing, including columns and dentiled or egg-an-dart moldings
- Multi-pane double hung sash windows
- Side-gabled roofs, often with slate shingles

Commercial Contributing Architectural Styles

FOLK VICTORIAN
1890-1900

Character-defining features

- Lace-like corner brackets and jigsaw-cut trim
- Simple in form
- Ornamental detail confined to porch and main cornice
- Simple window surrounds

ART DECO
1930

Character-defining features

- Ornament has incised quality and is usually low in relief
- Ornament is concentrated around doors, windows, string courses, parapets, and roofs
- Typical motifs include parallel lines

ITALIANATE
1900

Character-defining features

- Overhanging cornice with large decorative brackets
- Symmetrical massing
- Low pitched roof

CLASSICAL REVIVAL
1910

Character-defining features

- Facades feature a pedimented portico, usually with Roman Doric columns
- Brick is a common cladding material
- Classical moldings are simple and painted white
- Entablatures are left plain

VERNACULAR
1900-1930

Character-defining features

- Minimal ornament
- Reflective of local tradition and materials: commercial examples are often masonry
- Simple in form
- Small in scale

COMMERCIAL: MAIN STREET
1900-1920

Character-defining features

- One to two stories with a rectangular plan
- Prominent signage
- Generally have flat roofs, often with a parapet
- Located along major pedestrian and auto routes
- Variety of cladding materials
- Usually have large storefront windows
- Often attached to adjacent buildings
- May have awnings

MAIN STREET
1900-1920

Character-defining features

- One to two stories with a rectangular plan
- Prominent signage
- Generally have flat roofs, often with a parapet
- Located along major pedestrian and auto routes
- Variety of cladding materials
- Usually have large storefront windows
- Often attached to adjacent buildings
- May have awnings

5 TREATMENT OF CONTRIBUTING BUILDINGS

The intent of local historic district designation is to manage change within specific areas recognized for their historic significance in the community; in Herndon, this area is outlined by the boundaries of the HDO. Herndon's HDO plays a significant role in establishing the town's image as a separate and distinct community within the region. It is the visual representation of the organic growth that has occurred within the town, and provides a special appeal due to its uniqueness and sense of authenticity. These guidelines are not an attempt to prevent change, but are provided to guide change within the HDO to achieve the community's preservation goals.

The Town of Herndon enjoys recognition from the Virginia Department of Historic Resources (VDHR) and the National Park Service (NPS) for its sound local preservation project, which includes its administration of the local historic district. As such, Herndon was designated a Certified Local Government (CLG) on September 1, 1987. The CLG program is jointly administered by the NPS and State Historic Preservation Offices (SHPOs; in Virginia, this is VDHR), and provides assistance to communities with local preservation efforts.

In order for Herndon to maintain its long-standing CLG designation, along with the Virginia Landmarks Register and National Register of Historic Places listing of the Herndon Historic District, and the benefits that come with these designations, it is imperative that the local district guidelines are designed to protect the significance and integrity of the locally designated district. Through this protection, which includes design review, the historic resources within the district will continue to retain their form, integrity, and materials, particularly those that are deemed to define the historic character of each property. In order to accomplish this goal, the local design guidelines are written in accordance with common practice, utilizing the Secretary of the Interior's Standards for Rehabilitation as a guide. As described in the Appendix, the Secretary of the Interior's Standards for Rehabilitation provide allowances for alterations and additions to accommodate the continued use of a historic building, while sensitively preserving historic features and finishes.

In order to understand the philosophy behind the following chapter, it is important to look at the definition of the word **preservation**: "the act or process of applying measures necessary to sustain the existing *form*, *integrity* and *materials* of an historic property." This section of the guidelines focuses on appropriate building treatments for the contributing, or historic, resources within the HDO.

General Preservation Principles

The following general preservation principles are the basis for the guidelines that are outlined in the following pages. These are adapted from the Secretary of the Interior's Standards for Rehabilitation, which are provided in full in the Appendix.

1 Use

Seek compatible uses to minimize alterations.

2 Character

Respect the historic character of a property; do not implement changes that alter its architectural style and detailing.

3 Time

Do not create a false sense of historical development by adding features from outside of the period of significance.

4 Significance

Honor the developmental history of a property; changes that have occurred over time may become significant and character-defining in their own right.

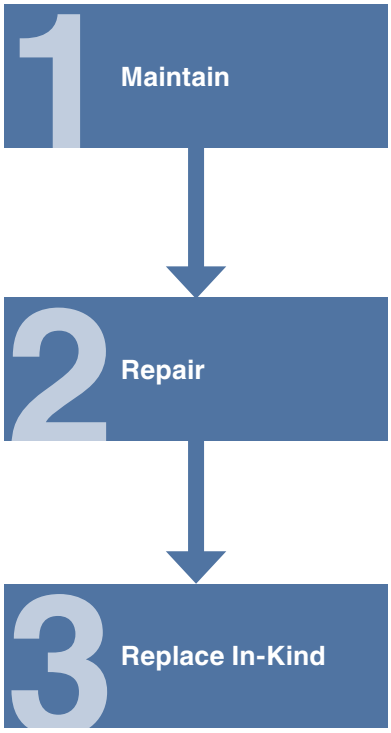
5 Features

Distinctive or character-defining features should be retained.

6 Repair over Replace

Repair deteriorated historic features; only replace historic features when they cannot be repaired.

Administrative Approval Path



Guidelines for Maintenance, Repair and Alterations to Contributing Resources

Within the following sections the icon indicates recommendations provided for the property owner or individual caring for a contributing resource.

Process Note: *Prior to any material repair that may require material replacement, consult town staff to verify that the work does not constitute a change that would require a COA. For more info, refer to the HDO Procedure Guide.*

When the icon appears, it denotes guidelines that are for the property owner, Community Development staff and the HDO to apply during various stages of the COA process. These guidelines will be used by the property owner, builder or architect throughout the design process to ensure that the proposed modifications, alterations or additions conform to best preservation practices and meet these same guidelines which will be used by staff or the HDO when evaluating the project for COA approval. Community Development staff should always be contacted at the earliest stages of any project. The staff can provide guidance regarding interpretation of the guidelines and help the property owner or their design professional develop a design that meets the needs of the property owner while following the guidelines.

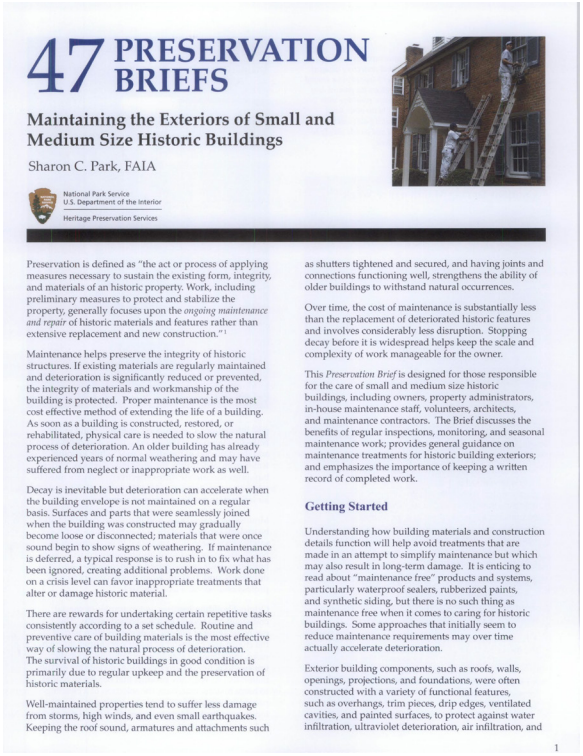
Process Note: *Most material replacements and design alterations require an approved COA. However, there may be exemptions and pre-approved replacements or alterations that can be completed without the need for a COA. For more info, refer to the HDO Procedure Guide and the HDO Pre-approved Changes Guide.*

Process Note: *Depending on the location of a building on a block and its proximity to its neighbors, alterations and additions to the rear elevation of the building, when not visible from the public right-of-way, may not require a COA. This determination will be made by staff during review.*

SOME WORDS ON MAINTENANCE

Maintenance of any building is a constant and on-going process, but for historic buildings, routine maintenance is critical to ensure that the historic fabric and character of a property will be retained and preserved for future generations. Proper maintenance extends the natural life of building materials, and thus reduces financial outlay in the long run. A proper cyclical maintenance plan also helps to identify early signs that a building material is reaching the end of its lifespan, thus enabling the owner to plan for replacement of historic materials and avoiding secondary damage to the building.

Property owners should utilize a maintenance checklist to track materials, features, and conditions, as well as to record any repair or renovation project; a sample checklist has been provided in the Appendix for use by homeowners. The National Park Service's Preservation Brief No. 47, Maintaining the Exterior of Small and Medium Size Historic Buildings notes that most exterior elements of buildings and structures should, at a minimum, be inspected on an annual basis; this Brief is linked here, and is also provided with a full list of all other available Preservation Briefs in the separate Resource Guide.



47 PRESERVATION BRIEFS

Maintaining the Exteriors of Small and Medium Size Historic Buildings

Sharon C. Park, FAIA

National Park Service
U.S. Department of the Interior
Heritage Preservation Services

Preservation is defined as "the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the *ongoing maintenance and repair* of historic materials and features rather than extensive replacement and new construction."[1]

Maintenance helps preserve the integrity of historic structures. If existing materials are regularly maintained and deterioration is significantly reduced or prevented, the integrity of materials and workmanship of the building is protected. Proper maintenance is the most cost effective method of extending the life of a building. As soon as a building is constructed, restored, or rehabilitated, physical care is needed to slow the natural process of deterioration. An older building has already experienced years of normal weathering and may have suffered from neglect or inappropriate work as well.

Decay is inevitable but deterioration can accelerate when the building envelope is not maintained on a regular basis. Surfaces and parts that were seamlessly joined when the building was constructed may gradually become loose or disconnected; materials that were once sound begin to show signs of weathering. If maintenance is deferred, a typical response is to rush in to fix what has been ignored, creating additional problems. Work done on a crisis level can favor inappropriate treatments that alter or damage historic material.

There are rewards for undertaking certain repetitive tasks consistently according to a set schedule. Routine and preventive care of building materials is the most effective way of slowing the natural process of deterioration. The survival of historic buildings in good condition is primarily due to regular upkeep and the preservation of historic materials.

Well-maintained properties tend to suffer less damage from storms, high winds, and even small earthquakes. Keeping the roof sound, armatures and attachments such as shutters tightened and secured, and having joints and connections functioning well, strengthens the ability of older buildings to withstand natural occurrences.

Over time, the cost of maintenance is substantially less than the replacement of deteriorated historic features and involves considerably less disruption. Stopping decay before it is widespread helps keep the scale and complexity of work manageable for the owner.

This *Preservation Brief* is designed for those responsible for the care of small and medium size historic buildings, including owners, property administrators, in-house maintenance staff, volunteers, architects, and maintenance contractors. The Brief discusses the benefits of regular inspections, monitoring, and seasonal maintenance work; provides general guidance on maintenance treatments for historic building exteriors; and emphasizes the importance of keeping a written record of completed work.

Getting Started

Understanding how building materials and construction details function will help avoid treatments that are made in an attempt to simplify maintenance but which may also result in long-term damage. It is enticing to read about "maintenance free" products and systems, particularly waterproof sealers, rubberized paints, and synthetic siding, but there is no such thing as maintenance free when it comes to caring for historic buildings. Some approaches that initially seem to reduce maintenance requirements may over time actually accelerate deterioration.

Exterior building components, such as roofs, walls, openings, projections, and foundations, were often constructed with a variety of functional features, such as overhangs, trim pieces, drip edges, ventilated cavities, and painted surfaces, to protect against water infiltration, ultraviolet deterioration, air infiltration, and

1

The National Park Service's Preservation Brief #47, "Maintaining the Exterior of Small and Medium Size Historic Buildings" — Click the image to download the PDF

SPECIFIC BUILDING ELEMENTS

The following chapter outlines the building elements and materials found on contributing buildings in the HDO, and provides maintenance recommendations and guidelines for appropriate treatment of these features. The recommendations are provided as a resource for property owners or individuals caring for a contributing resource. Property owners are encouraged to proactively maintain their contributing resource and repair as necessary in compliance with these recommendations. The guidelines are provided for town staff or the HDRB to use as the basis for its review of COAs, and represent preservation and rehabilitation best practices. They should also be used by applicants as a guide to help direct the design of proposed alterations to a contributing resource.

From the J. Berkley Green Collection of the Herndon Historical Society

Property Owner Tasks

1 Photograph and Document

↓

2 Letter from an architect or engineer

-OR-

3 Staff or HDRB site visit

Roofs

Roofs are highly visible exterior features and the details of a building's roof are important in imparting character on contributing resources. Rooflines vary and roofs are clad in a variety of materials, each of which have their own visual character. Roof materials range in shape, size, color, profile, pattern, and texture. Although chimneys are important character-defining features for rooflines, guidelines chimneys are covered elsewhere in this chapter.

In the HDO, typical roof shapes include gabled, hipped, and complex. Typical roofing materials included stamped metal shingles, standing seam metal, and modern replacement asphalt shingles.

For more information on appropriate treatment for historic roofs, reference Preservation Brief No. 4, Roofing for Historic Buildings. There are also Preservation Briefs addressing specific materials, such as Wooden Shingle Roofs (#19), Slate Roofs (#29), and Clay Tile Roofs (#30).

Recommendations

MAINTENANCE AND REPAIR

1. Routinely inspect the roof and its features to extend the lifespan of the historic roof. Proper maintenance will forestall the need for full roof replacement.
2. In addition to the primary roofing material, inspections should include gutters, downspouts, and flashing. Ensure these elements are in good condition, properly installed, and uninhibited from performing their function in order to adequately protect the building from moisture infiltration.
3. Repair rather than replace historic roofing materials when possible; historic materials that are in salvageable condition should remain in place.
   a. Limit replacement to damaged areas using patchwork.
   b. Damaged areas should be patched to match the historic in material, size, texture, and other visual qualities.
   c. Integrate patched areas into the existing historic material to minimize the appearance of seams or joints between the historic material and the patched area.
4. Keep the roof and associated features clean of debris, rust, and vegetation using the gentlest means possible. Avoid the use of a power washer unless necessary.
5. Historic gutters and downspouts should be retained and repaired; ensure they are properly maintained. If replacement of these features is required, contact town staff to discuss whether or not replacements meet in-kind standards.
6. Other historic decorative roof details, such as cresting, should be retained and repaired. Contact town staff to discuss whether or not replacements meet in-kind standards.


4 PRESERVATION BRIEFS

Roofing for Historic Buildings

Sarah M. Sweetser

U.S. Department of the Interior
National Park Service
Cultural Resources
Heritage Preservation Services

The National Park Service's Preservation Brief #4, "Roofing for Historic Buildings" - Click the image to download the PDF

MATERIAL SPECIFIC INFORMATION

Metal (stamped, shingled, and standing seam)

Most metal roofs have a lifespan of 40-75 years, with many lasting 100 years or more if properly maintained; COA applications for full scale replacement roofs prior to the end of their useful life span should be accompanied by a letter from an experienced roofing company with information on why the roof requires replacement. Additional information concerning application requirements can be found in the Procedures Guide.

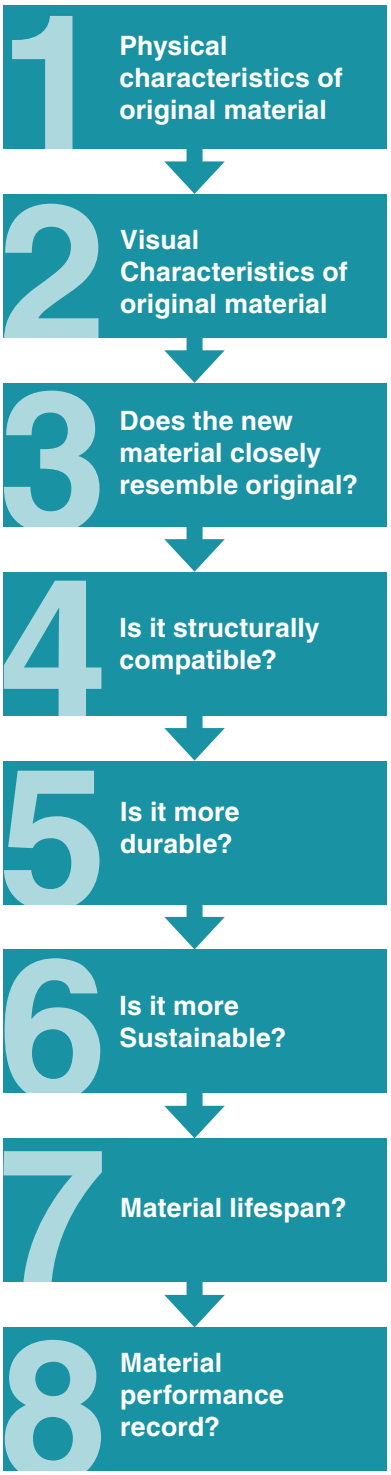
1. Retain and restore historic metal roofs.
   - **a.** Routinely inspect historic metal roofs for signs of damage or deterioration.
2. Existing coatings should be maintained to prolong a roof's lifespan.
   - **a.** Re-paint and re-coat as necessary. Utilize a professional experienced with metal roofs to repaint or recoat the roof if the coating is failing.
   - **b.** Exposed metal should be covered as soon as possible.
   - **c.** Avoid using elastomeric coatings, as these are not reversible.
3. Temporary repairs can be made with clear, silicone-based caulk. Do not use tar-based materials to make repairs, as it is difficult to remove.
   - **a.** Make repairs to areas that are damaged or deteriorated to prevent or stop water infiltration. Limit replacement to damaged areas using patchwork. Match patch materials with historic materials and integrate them into the existing historic material to minimize the appearance of seams or joints between the historic material and the patched area
   - **b.** Utilize a roofer experienced with metal roofs to make repairs; metal patches and repair flashings often require soldering.
4. Prior to replacement, inspect for sources of moisture to ensure deterioration issues are not being caused by worn flashings, leaky gutters, or poor attic ventilation.

Slate

Slate roofs have a lifespan of 60-125 years; proposals for full scale replacement roofs prior to the end of their useful life span should be accompanied by a letter from an experienced roofing company with information on why the roof requires replacement. For more information, reference Preservation Brief No. 29, The Repair, Replacement, and Maintenance of Historic Slate Roofs.

1. Retain and restore historic slate roofs.
   - **a.** Routinely inspect historic slate roofs for signs of damage or deterioration.
2. Repair broken, cracked, or missing slate promptly to prevent water infiltration.
   - **a.** Utilize a roofer experienced with slate for repair work.
   - **b.** Undertake repairs (over replacement) if problems are localized and the roof is not near the end of its useful life. Note: if 20% or more of the slate on an overall roof are damaged or missing, it is generally more cost effective to replace the roof, rather than make repairs.

Considerations for Alternative Materials




Slate roof


Stamped metal roof


Asphalt shingle roof


Standing seam metal roof

c. If the slate has not reached the end of its useful life, but the roof requires replacement for other issues (examples: improper head lap, high percentage of missing or damaged tiles), salvage slates as feasible and reuse.

d. New slate used to make repairs should match the historic in type, color, size, shape, and overall pattern. Provide a photograph illustrating the historic slate and proposed new slate side by side.

e. Prior to replacement, inspect for sources of moisture to ensure deterioration issues are not being caused by worn flashings, leaky gutters, or poor attic ventilation.

3. Ensure associated materials (nails, flashings, etc) have a lifespan comparable to that of the new slate and are compatible for use to avoid galvanic action, which accelerates corrosion. Typically, copper is an appropriate choice, as it is durable and requires little maintenance.

Clay Tile Coping

Clay tile coping is often used along parapet walls, primarily on commercial buildings.

1. Retain and restore historic clay tile coping where it remains in place.

a. Periodically inspect clay tile coping for signs of damage or deterioration.

2. Make repairs to areas that are damaged or deteriorated to prevent or stop water infiltration.

3. If clay tile coping is missing or damaged, it should be replaced in kind.

4. Ensure that new tiles match the existing in size, shape, and glazing.

Guidelines for Replacement and Alterations

MATERIAL CHANGES

1. For all roofs, replacement materials should offer the same general appearance as the existing roof, unless changing to a known original or historic and architecturally appropriate roof material.

2. To achieve replacement-in-kind, the new roof material should match the historic roof material in composition, shape, size, color, profile, pattern, texture, and other visual and material qualities.

a. When historic roofs are replaced, roof accessories such as snow guards, copper flashing, or ridge vents must be retained and reinstalled or similarly replaced to match the existing in type, composition, shape, size, color, profile, location, pattern, texture and other visual qualities to be considered an in-kind replacement.

b. New metal roofs should match historic metal roofs in elements such as pan width, seam height, and crimp pattern for standing seam roofs. New slate roofs should match the color, size, shape, and pattern of the historic slate.

3. When replacement in-kind is not possible, the following roof replacement material criteria applies:
    a. Material that can convey the same visual characteristics (shape, size, color, profile, pattern, texture, finish) as the historic material.
    b. Material which appropriately fits within the architectural context including roof form, roof size, and resource size
    c. Material which will not impact other existing roof components such as eaves, dormers, and chimneys.
    d. If the feature cannot be replicated using traditional materials, refer to Chapter 6, Use of Alternative Materials for information on selecting an appropriate alternative material.
4. Material replacement should not impact the roof design, such as pitch or roof components such as eaves. If changes to the roof design are proposed, the guidelines below for Roof Design Changes apply.
5. For roofs on existing but modern additions, replacement roofing materials should be visually distinct from historic roofing materials and should be appropriate to and compatible with the architecture and forms of the addition.


29 PRESERVATION BRIEFS

The Repair, Replacement, and Maintenance of Historic Slate Roofs

Jeffrey S. Levine

U.S. Department of the Interior
National Park Service
Cultural Resources
Heritage Preservation Services

Introduction

Slate is one of the most aesthetically pleasing and durable of all roofing materials. It is indicative at once of the awesome powers of nature which have formed it and the expertise and skill of the craftsman in hand-shaping and laying it on the roof. Installed properly, slate roofs require relatively little maintenance and will last 60 to 125 years or longer depending on the type of slate employed, roof configuration, and the geographical location of the property. Some slates have been known to last over 200 years. Found on virtually every class of structure, slate roofs are perhaps most often associated with institutional, ecclesiastical, and government buildings, where longevity is an especially important consideration in material choices. In the slate quarrying regions of the country, where supply is abundant, slate was often used on farm and agricultural buildings as well.

Because the pattern, detailing, and craftsmanship of slate roofs are important design elements of historic buildings, they should be repaired rather than replaced whenever possible. The purpose of this Preservation Brief is to assist property owners, architects, preservationists, and building managers in understanding the causes of slate roof failures and undertaking the repair and replacement of slate roofs. Details contributing to the character of historic slate roofs are described and guidance is offered on maintenance and the degree of intervention required at various levels of deterioration.

The relatively large percentage of historic buildings roofed with slate during the late nineteenth and early twentieth centuries means that many slate roofs, and the 60 to 125 year life span of the slates most commonly used, may be nearing the end of their serviceable lives at the end of the twentieth century. Too often, these roofs are being improperly repaired or replaced with alternative roofing materials, to the detriment of the historic integrity and appearance of the structure. Increased knowledge of the characteristics of slate and its detailing and installation on the roof can lead to more sensitive interventions in which original material is preserved and the building's historic character maintained. Every effort should be made to replace deteriorated slate roofs with new slate and to develop an effective maintenance and repair program for slate roofs that can be retained.

History of Slate Use in the United States

Although slate quarrying was not common in the United States until the latter half of the nineteenth century, slate roofing is known to have been used prior to the Revolution. Archeological excavations at Jamestown, Virginia have unearthed roofing slate in strata dating from 1625-1650 and 1640-1670. Slate roofs were introduced in Boston as early as 1654 and Philadelphia in 1699. Seventeenth century building ordinances of New York and Boston recommended the use of slate or tile roofs to ensure fireproof construction.

In the early years of the Colonies, nearly all roofing slate was imported from North Wales. It was not until 1785 that the first commercial slate quarry was opened in the United States, by William Docher in Peach Bottom Township, Pennsylvania. Production was limited to that which could be consumed in local markets until the middle of the nineteenth century. Knowledge of the nation's abundant stone resources was given commercial impetus at this time by several forces, including a rapidly growing population that demanded housing, advances in quarrying technology, and extension of the railroad system to previously inaccessible markets. Two additional factors helped push the slate industry to maturity: the immigration of Welsh slate workers to the United States and the introduction of architectural pattern and style books (Figure 1). Slate production increased dramatically in the years following the Civil War as quarries were opened in Vermont, New York, Virginia, and Lehigh and Northampton Counties, Pennsylvania. By 1876, roofing slate imports had all but dried up and the United States became a net exporter of the commodity.

1

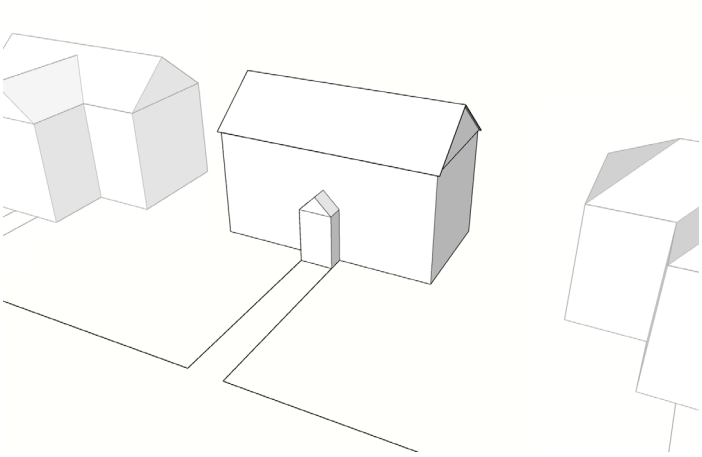
The National Park Service's Preservation Brief #29, "The Repair, Replacement, and Maintenance of Historic Slate Roofs" - Click the image to download the PDF

DESIGN CHANGES

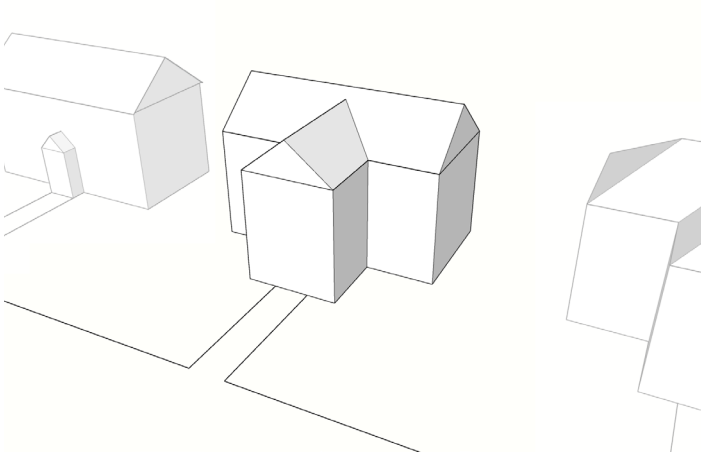
Roof Form Guidelines

1. Changes in design should not alter the original shape, size, and form of a historic roof unless they are not visible from the public right-of-way.
2. New building features that alter the historic shape, size, and form of a historic roof should not be added unless on a portion of the roof that is not visible from an adjacent street.
3. The original pitch of any historic roof should be maintained.
4. Historic roof features such as dormers should not be removed, relocated, or altered. Guidelines for these features are found below.
5. Changes to the shape, size, and form of an existing modern addition should not alter the roof's mass in a manner that increases its visual prominence over the historic portions of the building.
6. Changes to the shape, size, and form of an existing modern addition should retain or enhance the appropriateness and compatibility of the roof in relation to the historic building's architectural style and date of construction, while allowing for a clear visual distinction between the modern addition and the historic portions of the building.

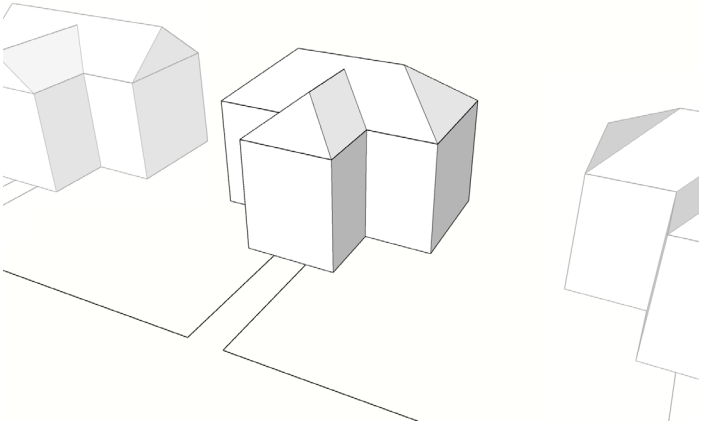
Roof Forms



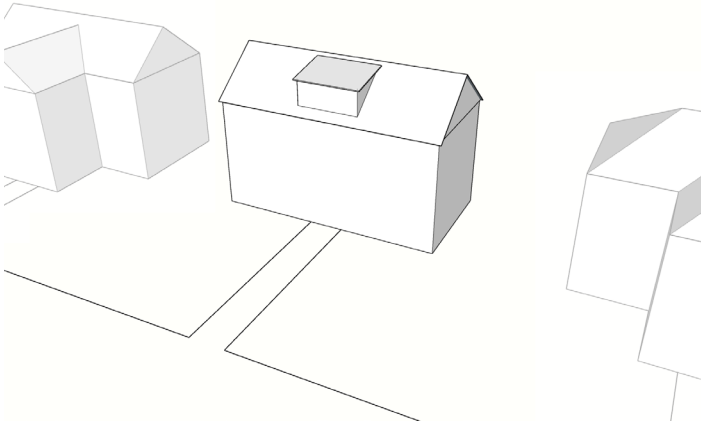
Gable Roof



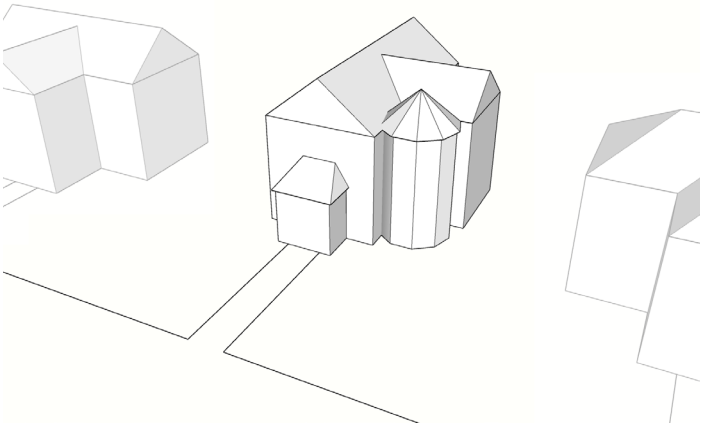
Cross Gable Roof



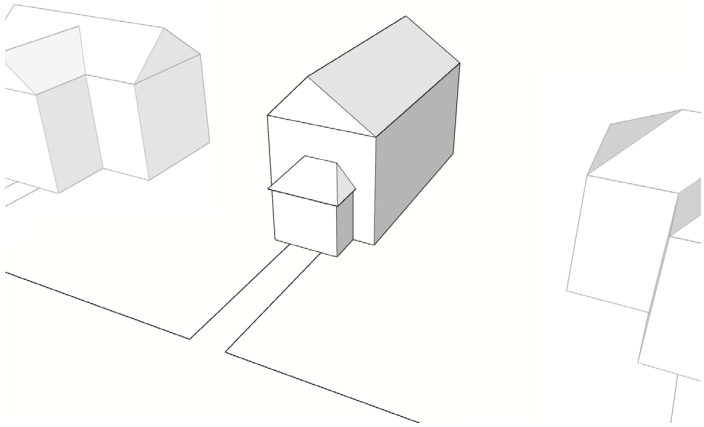
Hipped Roof



Gable Roof with Shed Dormer



Complex Roof



Front Gable Roof

Roof Feature Guidelines


Clay tile coping

ALL FEATURES:

1. Changes in historic roof features, such as removing an eave soffit to expose decorative rafter tails, should only occur when the proposed change returns a roof to its historic appearance. Photographic evidence of the earlier form or existing evidence of the original form should determine the appropriateness of the modification.
2. Character defining roof features such as wide eaves or decorative parapet coping should not be modified in design and composition.
3. On existing modern (post 1940) additions, changes in roof features should be appropriate to and compatible with the architecture and forms of the addition.
4. On existing modern (post 1940) additions, changes in roof features can reflect features on the building's historic roof but should not be a replication of historic features.


Historic gutter and downspouts

GUTTERS AND DOWNSPOUTS:

1. New and replacement gutters should have a design, composition, size, color, and material that is appropriate for the age of the contributing resource and its architectural style.
2. The design, composition, shape, size, location, profile, and other visual qualities of historic gutters and downspouts, whether internal or external, should be retained.
3. New gutters and downspouts should not be placed in highly visible locations, or locations that substantially obstruct character-defining features of the resource and should not be installed in a manner that has substantial impacts to a resource's historic fabric.


Historic dormer

ROOF DORMERS:

1. Historic dormers should not be altered unless doing so would reinstate documented historic conditions.
2. Historic dormers should not be removed. If deemed unsalvageable, dormers should be replaced in-kind or returned to a documented historic design.
    a. Replacement dormers must match the composition, design, style, shape, size, location, fenestration, texture, and finish as the existing or documented historic dormer.
3. New dormers should not be added to historic buildings unless located on the rear elevation or other portion of roofs mostly obstructed from view from the street and only when the dormers are compatible with the style, shape, size, scale, and materials of the historic building.
4. Dormers on modern additions may be added, deleted, or altered when the change appropriately fits within the style and form of addition and within the context as a modern addition to a historic resource.


Ornamental chimney


Utilitarian Chimney


Half height basement foundation


Low foundation

ROOF EAVES:

1. Replacement roof eave materials should closely match the historic eave materials, if known, in overall profile, pattern, size, shape, texture, and other visual qualities.
2. Historic roof eave design should not be modified in overall shape, size, and type. Exposed rafters should remain exposed, and boxed eaves should remain boxed unless there is historic documentation of a different configuration.

ROOF-MOUNTED EQUIPMENT

1. Limit new features, penetrations and surface mounted utilities, such as HVAC units and satellite dishes, on roofs, especially those roofs that retain historic materials. When necessary, place roof-mounted equipment on modern (post 1940) addition roofs and portions of the roofs that have limited to no visibility from an adjacent street.

Foundations and Chimneys

For historic buildings, foundations and chimneys both serve very important utilitarian functions — foundations hold and secure all structural components of a building, and chimneys provide ventilation for historic means of heating and cooking. The functional use of foundations and chimneys, combined with their material, arrangement, texture, and finish, greatly influences building character and appearance.

In the HDO, the design of foundations and chimneys is expressed in different ways. In some cases, they are designed as focal points with strong forms and decorative qualities. In other cases, they embody their strictly utilitarian function and have minimal visual impacts. Foundations range from rubble, less than one foot above the ground, to half-story block walls that usually indicate the existence of a basement. The height of a foundation has a profound impact on the design, form and mass of the entire building. For example, window placement and porch height are both dependent on the exposed height of the foundation.

While the placement and material treatment of chimneys can vary greatly across architectural styles, chimneys are a highly visible feature along the roof line and can serve as an important visual contrast against the material and orientation of wall and roof cladding.

For more information on the appropriate treatment for historic foundations and chimneys, reference Preservation Brief No. 1, Cleaning and Water-Repellent Treatments for Historic Masonry Buildings, No. 2, Repointing Mortar Joints in Historic Masonry Buildings, and No. 6, Dangers of Abrasive Cleaning to Historic Masonry Buildings.

Recommendations

MAINTENANCE AND REPAIR

1. Routinely inspect foundations and chimneys for signs of damage or deterioration.
   a. Cracking, missing mortar, surface spalling, and efflorescence are typical masonry problems that need to be addressed.
   b. Have a professional inspect and clean the interior of the chimney on a regular basis.
2. When necessary, clean exterior wall surfaces using the gentlest means possible; avoid power washing. If required, use a light warm water wash (no more than 300 psi).
3. Ensure water is being adequately shed from the roof and away from the foundation. Use gutters and downspouts to move water away from foundations and slope the ground for outward water flow.
4. Exterior wall surfaces that have already been painted can be repainted after careful planning and surface preparation.
   a. Remove any remaining flaking or peeling paint to a sound substrate and lightly sand, if necessary, to achieve a good paint bond.
   b. Clean the wall surface using the gentlest means possible and allow to dry completely before repainting.
   c. Test the existing wall surface in order to identify an appropriate primer and compatible paint. Repaint with appropriate products and follow the manufacturer's recommendations for the number of applications and temperature parameters to ensure proper adhesion.
   d. Do not apply a waterproofing material to masonry. These coatings trap moisture in the masonry which increases deterioration.
5. Repair and restore rather than replace historic foundations and chimneys when possible.
   a. Hire a qualified mason to undertake any necessary masonry repairs or mortar repointing.
   b. Cracked or spalling masonry should have any loose debris removed and then patched with a matching masonry material using appropriate means of adhesion.
   c. Limit masonry patching to only the areas that are damaged and piece in new material with matching joints and surface treatments to maximize appearance of material continuity.
   d. Re-point mortar joints to match the existing mortar in historic in color, texture, composition, strength, joint profile, and tooling pattern.
   e. If masonry units require replacement, new brick should match the historic in color, texture, size, and composition.

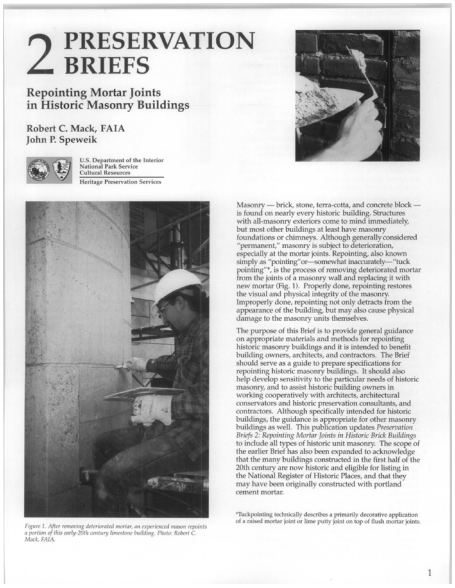

1 PRESERVATION BRIEFS

Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings

Robert C. Mack, AIA
Anne Grimmer

U.S. Department of the Interior
National Park Service
Cultural Resources
Heritage Preservation Services

The National Park Service's Preservation Brief #1, "Cleaning and Water-Repellent Treatments for Historic Masonry Buildings" - Click the image to download the PDF


2 PRESERVATION BRIEFS

Repointing Mortar Joints in Historic Masonry Buildings

Robert C. Mack, FAIA
John P. Speweik

U.S. Department of the Interior
National Park Service
Cultural Resources
Heritage Preservation Services

The National Park Service's Preservation Brief #2, "Repointing Mortar Joints in Historic Masonry Buildings" - Click the image to download the PDF

Historic masonry building in Herndon.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. Foundation and chimney materials should never be completely replaced, unless structural integrity has been compromised. If the foundation or chimney must be replaced for structural reasons, they should be replaced in-kind.
    a. To achieve replacement-in-kind, the new material should match the historic foundation or chimney in material, composition, shape, size, location, pattern, color, texture, finish, and other visual qualities.
2. If replacement in-kind is not possible, the replacement feature should be clad in a material that matches the historic foundation or chimney as closely as possible in material, composition, shape, size, location, pattern, color, texture, finish, and other visual qualities
    a. If the feature cannot be replicated using traditional materials, refer to Chapter 6, Use of Alternative Materials for information on selecting an appropriate alternative material.
3. For modern additions (post 1940), replacement foundations and chimneys should offer the same general appearance as the existing foundations and chimneys, unless changing to a material that more appropriately fits within the context as a modern addition to a historic resource.

DESIGN CHANGES

1. Foundations and chimneys should only be altered, including addition or deletion, based on documented historic conditions.
2. Historically unpainted wall surfaces should remain unpainted.
3. If necessary, install chimney caps and foundation vents that do not change the character of the historic feature.
4. On modern additions (post 1940), foundations and chimneys can be added, deleted, moved, or altered in other ways provided the changes do not detract from the addition's compatibility with the historic building and context as a modern addition to a historic resource.

Exterior Wall Materials and Finishes

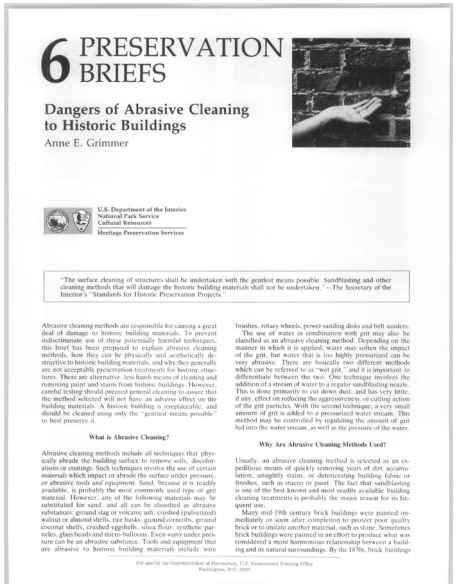
The historic wall materials and finishes of a building help to define architectural style and convey the historic period of its construction. The details of the installation of exterior wall materials create surface texture that impart specific characteristics and further reinforces the building's age and style.

Exterior walls are clad often with a field material, which serves as the primary wall treatment, and accent materials which are secondary to field material. In some cases, there are no accent materials or more than one accent material. The placement and usage of accent materials in relation to field materials can have significant impacts on architectural style and character.

In the HDO, typical historic wall materials include wood clapboard and brick masonry. In limited cases, exterior walls feature an applied finish such as stucco or parge and in other cases, decorative shingles are used as accent cladding. For historic accessory structures, wood board and batten is another common historic material.

For more information on the appropriate treatment for historic exterior wall materials and finishes, reference Preservation Brief No. 1, Cleaning and Water-Repellent Treatments for Historic Masonry Buildings, No. 2, Repointing Mortar Joints in Historic Masonry Buildings, No. 6, Dangers of Abrasive Cleaning to Historic Buildings, No. 10, Exterior Paint Problems on Historic Woodwork, and No. 22, The Preservation and Repair of Historic Stucco.

The National Park Service's Preservation Brief #10, "Exterior Paint Problems on Historic Woodwork" - Click the image to download the PDF



The National Park Service's Preservation Brief #6, "Dangers of Abrasive Cleaning to Historic Buildings" - Click the image to download the PDF

Recommendations:

MAINTENANCE AND REPAIR

1. Routinely inspect the exterior wall materials and finishes for signs of damage or deterioration. On-going maintenance of exterior wall materials and finishes will greatly extend the lifespan of the historic material.
   a. Make note of areas where paint is peeling or mortar is deterioration, as this is often a sign of moisture infiltration.
2. Keep the exterior wall materials clean from debris and dirt buildup.
   a. When necessary, clean exterior wall surfaces using the gentlest means possible; avoid power washing. If required, use a light warm water wash (no more than 300 psi).
3. Preserve historic building materials. Repair historic wall materials rather than replacing them.
   a. Only replace areas of damage or deteriorated historic materials; replacement material should match the historic in material, dimensions, and profile. Do not remove historic materials that are in salvageable condition. Contact town staff to discuss whether or not replacements meet in-kind standards.
   b. New material that matches the historic should be patched or feathered-in so as to retain the remaining historic material.

Peeling paint should be removed, the underlying surface prepared, and new paint applied according to manufacturer's recommendations to protect exterior woodwork from moisture, insects, and solar effects

Historic materials can often be found underneath of modern materials and restored

4. Historically unpainted wall surfaces should remain unpainted. Exterior wall surfaces that have already been painted can be repainted using an appropriate paint product after careful planning and surface preparation. *Contact staff regarding pre-approved colors if you wish to change the paint color.*
   a. Remove any remaining flaking or peeling paint to a sound substrate and lightly sand, if necessary, to achieve a good paint bond.
   b. Clean the wall surface using the gentlest means possible and allow to dry completely before repainting.
   c. Test the existing wall surface in order to identify an appropriate primer and compatible paint. Repaint with appropriate products and follow the manufacturer's recommendations for the number of applications and temperature parameters to ensure proper adhesion.
5. While maintaining and repairing the exterior wall materials of your contributing resource, you may find historic materials underneath modern materials. Any of the following 4 actions would require a COA. Contact staff prior to undertaking to determine the appropriate process.
   a. If historic materials are found underneath modern materials, consider the removal of modern materials in order to re-expose the historic exterior finish.
   b. If the historic material would be damaged by removing modern materials, it may be better to retain the modern finish rather than irreparably damage the underlying historic material.
   c. Do not install modern materials on top of historic materials unless appropriate measures are taken to preserve and protect the underlying historic materials.
   d. Do not remove historic materials to facilitate the installation of modern materials.

MATERIAL SPECIFIC INFORMATION

Masonry (brick, stone, concrete block)

Brick, stone and concrete block are extremely durable materials, but when repairs are necessary using the wrong repair material can damage the masonry. A qualified mason should be employed to undertake any necessary masonry repairs or mortar repointing. For more information, reference Preservation Brief No. 2, Repointing Mortar Joints in Historic Masonry Buildings.

1. Routinely inspect for signs of damage or deterioration. Cracks, loose mortar, surface spalling and pitting, dampness and efflorescence, and ineffective flashing or caulking are typical masonry problems that need to be addressed.

2. If previously painted, masonry can be repainted. Prior to repainting, select an appropriate paint and prime if necessary. Contact staff for pre-approved color selections.
    a. Unpainted masonry should remain unpainted and painting previously unpainted masonry requires a COA. Contact staff for more information.
3. Maintain watertight caulking and secure flashing between joints.
4. Do not apply a waterproofing material to masonry. These coatings trap moisture in the masonry which increases deterioration.
5. When mortar requires repointing, new mortar should match the historic in color, texture, composition, strength, joint profile, and tooling pattern.

Wood Siding

Wood siding is the most common exterior wall surface within the HDO. Siding on older buildings is usually of much higher quality, due to its density, than the majority of the wood materials currently available

Historic wood clapboard building in Herndon.

1. Only replace areas of wood siding that cannot be repaired; match the dimensions and profile of the surrounding wood siding. Check with staff to determine whether the repair is extensive enough to require a COA.
    a. Remove only the portion of siding that is damaged or deteriorated and replace with a matching piece that can be seamlessly installed as a substitute for the removed portion and painted over to hide the joint line between the old and new portions.
    b. Use an epoxy wood filler to repair areas of minor, non-structural damage. For a larger patch use a Dutchman patch. Check the Resource Guide for additional information.
    c. Back-prime new wood before installing to give new wood more longevity and protect against moisture infiltration.
    d. Properly prepare the replacement siding before painting; surface preparation should include scraping any peeling paint and gently cleaning the surface.
2. Prime all exterior wood siding prior to repainting to ensure adequate adhesion. Provide adequate dry time prior to repainting.
    a. Allow paint to dry fully between coats.
    b. Select moisture resistant replacement wood to prevent premature deterioration, such as Accoya, cedar, cypress, or mahogany. Avoid using modern fast growth wood, particularly softwoods, such as pine.

22 PRESERVATION BRIEFS

The Preservation and Repair of Historic Stucco

Anne Grimmer

U.S. Department of the Interior
National Park Service
Preservation Assistance Division

The term "stucco" is used here to describe a type of exterior plaster applied as a two-or-three part coating directly onto masonry, or applied over wood or metal lath to a log or wood frame structure. Stucco is found in many forms on historic structures throughout the United States. It is so common, in fact, that it frequently goes unnoticed, and is often disguised or used to imitate another material. Historic stucco is also sometimes incorrectly viewed as a sacrificial coating, and consequently removed to reveal stone, brick or logs that historically were never intended to be exposed. Age and lack of maintenance hasten the deterioration of many historic stucco buildings. Like most historic building materials, stucco is at the mercy of the elements, and even though it is a protective coating, it is particularly susceptible to water damage.

Stucco is a material of deceptive simplicity: in most cases its repair should not be undertaken by a property owner unfamiliar with the art of plastering. Successful stucco repair requires the skill and experience of a professional plasterer. Therefore, this Brief has been prepared to provide background information on the nature and components of traditional stucco, as well as offer guidance on proper maintenance and repairs. The Brief will outline the requirements for stucco repair, and, when necessary, replacement. Although several stucco mixes representative of different periods are provided here for reference, this Brief does not include specifications for carrying out repair projects. Each project is unique, with its own set of problems that require individual solutions.

Historical Background

Stucco has been used since ancient times. Still widely used throughout the world, it is one of the most common of traditional building materials (Fig. 1). Up until

Fig. 1. These two houses in a residential section of Winchester, Virginia, illustrate the continuing popularity of stucco (a) from this early 19th century, federal style house on the left, (b) to the English Cotswold style cottage that was built across the street in the 1930's. Photos: Anne Grimmer.

The National Park Service's Preservation Brief #22, "The Preservation and Repair of Historic Stucco" - Click the image to download the PDF

Stucco

For more information, reference Preservation Brief No. 22, The Preservation and Repair of Historic Stucco.

1. If stucco repairs are necessary, ensure the stucco mix and applied texture match the historic material.
2. Utilize vapor-permeable products to repair hairline cracks.

Guidelines For Replacement And Alterations

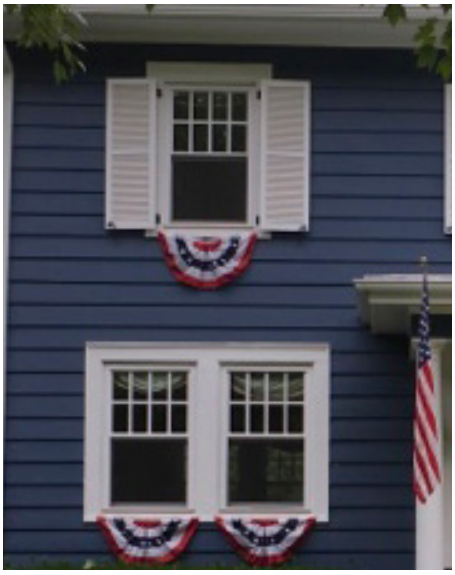
MATERIAL CHANGES

1. If a historic material requires replacement, it should be in kind.
    a. To achieve replacement-in-kind, the new wall material should match the historic wall material in composition, shape, size, color, profile, pattern, texture, and other visual qualities.
2. Material replacement should not impact the materials and design of other building features located or attached to the walls such as the chimneys or windows. Guidelines regarding those type of features are covered on elsewhere in this chapter.
3. Material replacement should not impact the wall design, such as wall plane depth and reveal depth between wall planes. If wall design alterations are proposed, the Guidelines for Exterior Wall Design Changes apply.
4. Material replacement should not change the location and usage of field to accent materials. If alterations to the location and usage of field and accent materials are proposed, the Guidelines for Exterior Wall Design Changes apply.
5. Materials should be replaced-in-kind if the historic material exists. If the exterior wall materials are modern, the material may be replaced with the documented historic exterior wall material or an appropriate modern material.
6. If replacement-in-kind is not possible, the following criteria for historic exterior wall material replacement apply:
    a. Retention of the appearance of the historic material to greatest extent possible using visual characteristics such as scale, unit size, variation in color or texture, pattern, reflectivity and finish.
    b. No impact to other associated components of the resource such as wall plane depth, reveal depth between wall planes, and depth of trim.
    c. If the feature cannot be replicated using traditional materials, refer to Chapter 6, Use of Alternative Materials for information on selecting an appropriate alternative material.
        i. Vinyl should not be considered an appropriate replacement material.
        ii. When replacement of large areas of stucco is necessary, utilize natural stucco products on historic buildings; synthetic stucco products, such as EIFS, are not appropriate for use in conjunction with historic materials.

7. For exterior walls on existing modern additions (post 1940), replacement exterior wall materials should be visually distinct from historic exterior wall materials and should be appropriate to and compatible with the architecture and forms of the addition, as well as the primary contributing (historic) resource.

DESIGN CHANGES

1. Historic wall planes should be maintained.
    a. Wall planes may be altered on existing modern (post 1940) additions in instances where the proposed plan change does not impact the relation of the addition to the historic portions of the building. In these cases, the Guidelines for Additions found on page 73 may apply.
2. Exterior wall solid and void ratios and patterns should be maintained.
    a. If deletion, addition, shape or size alteration of an historic wall opening is proposed, the Guidelines for Windows, Doors, and Associated Features found on page 56 apply.
3. Placement and usage of field and accent historic exterior wall materials should be maintained. If historic exterior wall materials no longer exist and are not known, a new combination of field and accent exterior wall materials may be appropriate under the following criteria:
    a. The placement, usage, and variety of new accent exterior wall materials must appropriately fit within the building type and architectural style of the resource.
    b. New accent exterior wall materials must appropriately fit within the building form and surface on which it would be attached.
    c. New accent exterior wall materials should not create an appearance that does not align with the historic layout and function of the resource. For example, a masonry or stone water table should not be added to a resource without a high foundation.
    d. New accent exterior wall materials should not create an overly decorative appearance or false historic narrative that detracts from the historic character of the resource.



Historic wood windows in Herndon.

Historic steel windows in Herndon.

Windows, Exterior Doors and Associated Features

Exterior doors, particularly primary entries located on the front façade, can be important character defining elements that can help impart the age and style of a building. Front doors are a focal point on the front façade of a building. Door style, shape, size, location, glass usage, and surrounding treatments combine to create an entry that can range from simple and utilitarian to unique and highly decorative.

Windows are major contributors towards the appearance of a building. While window shape, size, locations, glass divisions, and surrounding treatments are crucial design characteristics, the arrangement, breadth of usage, and variety of windows on a building, known as its fenestration, defines character and identities style and age. A building's translucency, solid to void proportions, and visual connections between outdoor and indoor spaces are all dependent on its fenestration.

In the HDO, a variety of historic doors and windows are present. The most common windows found on historic buildings are double hung sash windows in a variety of glass pane configuration. Specialty windows such as dormer windows, composite windows, bay windows, and fixed decorative windows are all used throughout the district. The most common doors found on residential historic buildings are full paneled or partial paneled with glass on the top half. On commercial buildings, historic doors are often full lite with various pane configurations.

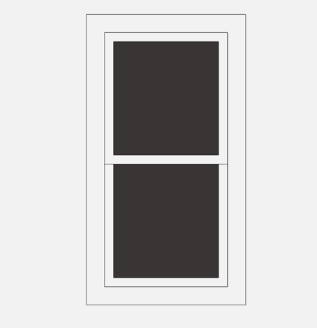
For more information on the appropriate treatment for historic exterior doors and windows, reference Preservation Brief No. 9, The Repair of Historic Windows and Preservation Brief No. 13, The Repair and Thermal Upgrading of Historic Steel Windows.

Recommendations:

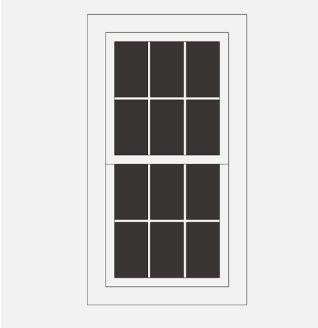
MAINTENANCE AND REPAIR

1. Maintain historic doors and windows or existing appropriate replacement doors and windows.
    a. Routinely inspect for signs of damage or deterioration. Inspections should include checking for loose frames, broken glazing, signs of deterioration, and areas of moisture or air infiltration.
2. Keep doors and windows clean from debris and dirt buildup.
    a. When necessary, clean exterior wall surfaces using the gentlest means possible; avoid power washing. If required, use a light warm water wash (no more than 300 psi).

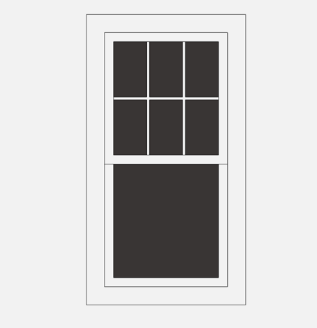
Common window muntin patterns



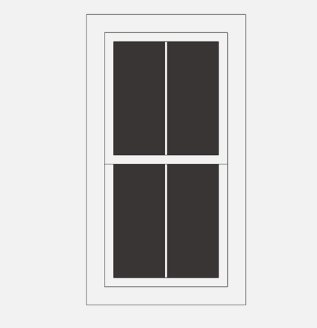
Double-Hung Sash



Six-Over-Six

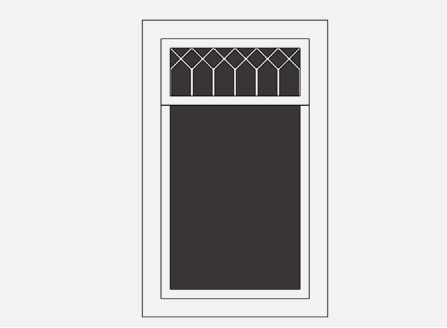


Six-Over-One

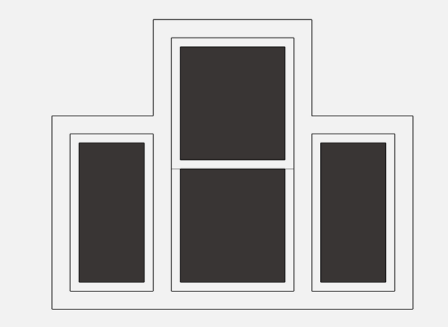


Two-Over-Two

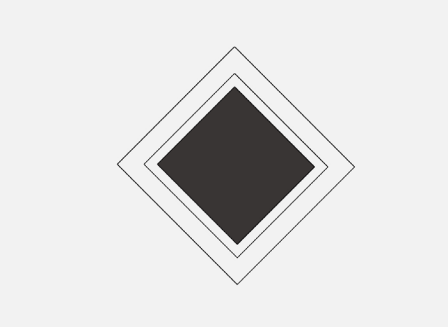
Common ornamental window types



Leaded Glass



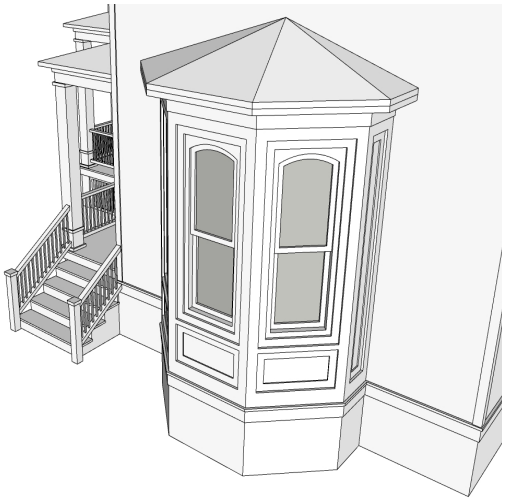
Composite



Decorative

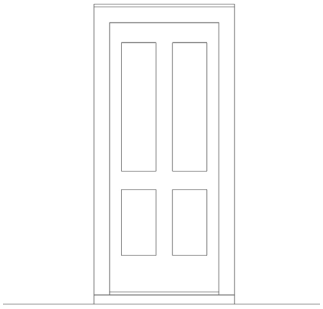
Common specialty window types

Dormer Window

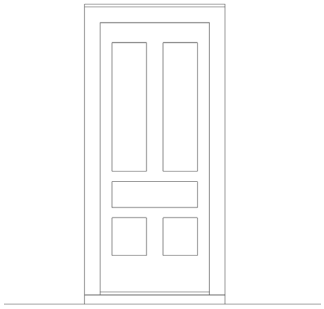


Bay Window

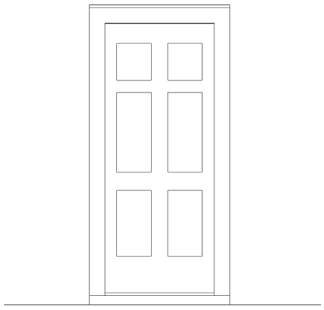
Common solid door panel configurations



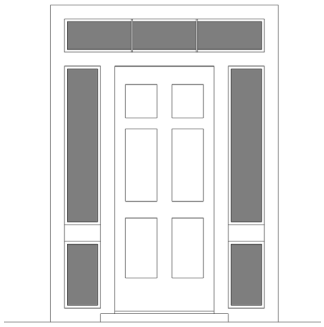
Residential 4-Panel Door



Residential 5-Panel Door

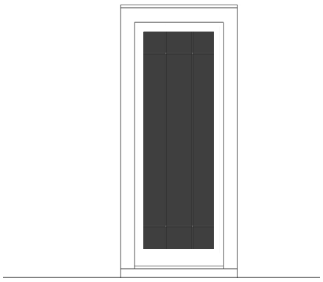


Residential 6-Panel Door

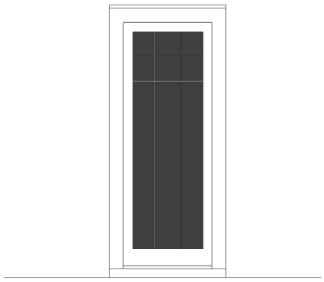


Residential Decorative Door

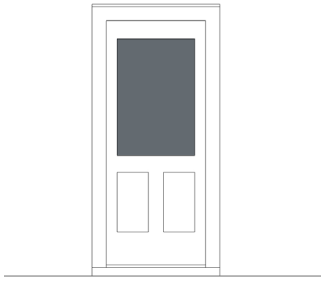
Common glass door types



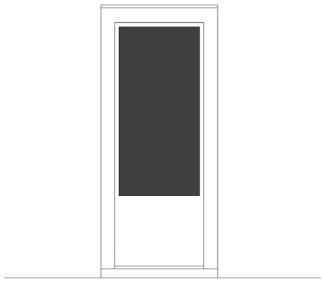
Residential Glass Door



Residential Glass Door

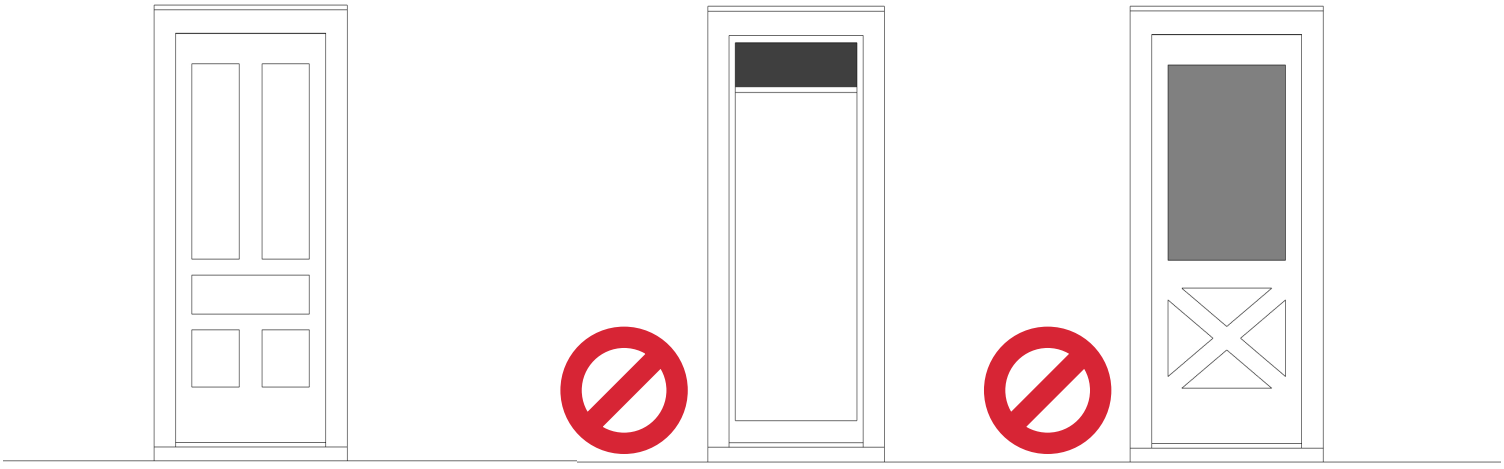


Residential Glass Door



Traditional Commercial Door

New door types



Appropriate
traditional door is compatible
with historic doors

Inappropriate
new doors do not match
patterns of historic doors

b. Keep the hardware in good working order. Hinges, locks, kick plates, mail slots, shutter dogs, are other window and door hardware can be important features for defining the character and appearance of a building and should also be maintained.

c. Replace weather strips as needed. Weather strips are often damaged or deteriorate and should receive added attention to ensure a reduction in air infiltration.

d. Remove old caulk and glazing and re-caulk and re-glaze as necessary to ensure secure and weatherproof windows and doors.

e. Re-paint as necessary. Bare wood should not be exposed and should be covered as soon as possible. Built-up and loose paint should be removed by mechanical means (scraping) and an appropriate primer should be used prior to repainting.

f. Do not paint windows closed. Maintain joints between sashes and jambs to retain window operability.

g. If storm windows are present, adjust as needed to ensure they are working properly. Clean weep holes to avoid trapping moisture on the sill.

3. Repair and restore rather than replace historic doors and windows when possible.

a. If damage is discovered during inspection, broken or missing element should be repaired as soon as possible to avoid further deterioration.

b. Use an epoxy wood filler to repair areas of minor, non-structural damage. Use a Dutchman patch if a larger area of the door or window requires repair.

c. Identify areas of failure and repair or replace only those components.

d. For windows, individual sashes that cannot be salvaged should be replaced apart from the rest of the window.

e. For doors, if individual components such as rails or stiles cannot be salvaged, splice in new pieces that match the existing material.

f. New wood should match the visual characteristics of the of the historic wood.

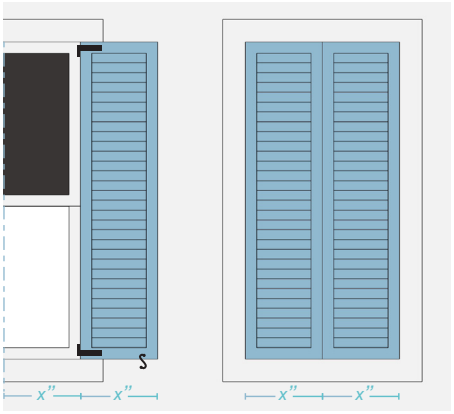
g. If the entire door or window needs repair, remove the door or window and secure the opening while the window or door is being repaired to avoid damage to the opening and adjacent areas of the building envelope.

4. The above guidelines also apply to window features such as shutters and historic screen doors. For guidelines on door and window surrounding trim see the Guidelines for Trim And Decorative Ornament on page 66.

5. Interior storm windows may be installed without a COA.

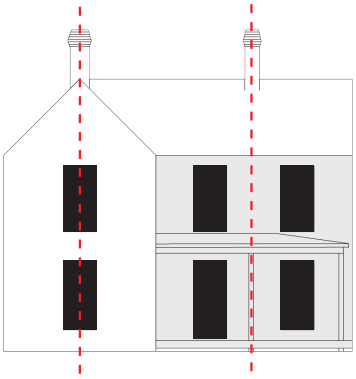
6. When multiple components of historic doors and windows require replacement, contact town staff to discuss whether or not repairs meet in-kind standards.

a. Replacement of an entire historic windows requires a COA.



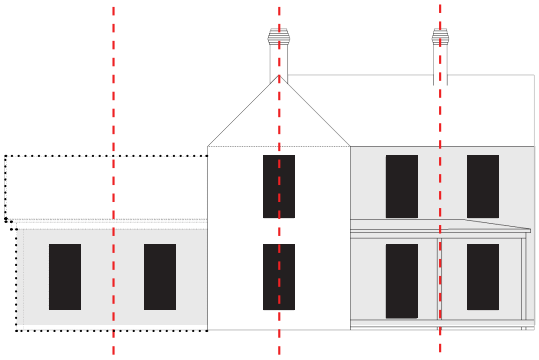
Shutters, fixed or operable, should align with the edge of the window frame, and be sized to cover half of the window opening. Shutter dogs hold shutters open against the wall.

Traditional Residential Openings



Existing openings spaced symmetrically from center of bay

Residential Addition Openings



Openings within addition spaced symmetrically from center, as well

If storm windows must be installed on the exterior, then they should use a frame that is narrower than that of the historic window and be painted to match the existing window frame.

Guidelines For Replacement And Alterations

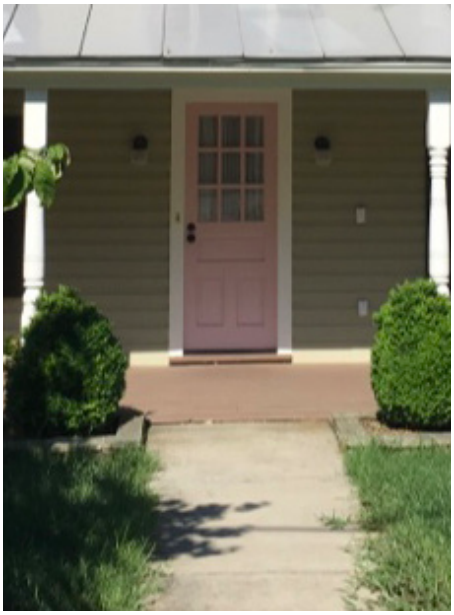
MATERIAL CHANGES

1. For historic doors and windows, when necessary, replacement should be in-kind.
   - **a.** Avoid wholesale replacement of historic windows and doors; these features should be replaced on an as-needed basis.
2. Replacement of historic doors and windows should match the original in size, dimensions, configuration, and materials.
   - **a.** To achieve replacement-in-kind, new doors should match the historic doors in material, composition, style, shape, size, profile, glass usage and glazing, finish, hardware usage and material, and other visual qualities.
   - **b.** To achieve replacement-in-kind, new windows should match historic windows in material, composition, shape, size, profile, glass pane division/configuration, muntin type, pattern, glazing, transparency and other visual qualities.
3. If a historic door or window no longer exists or is damaged beyond repair, the replacement should match the design of remaining historic windows and doors, if available, following replacement in-kind guidance.
4. For historic doors and windows, if replacement-in-kind is not possible, the following criteria for historic door and window replacement applies:
   - **a.** Replacement doors and windows should match the historic doors as closely as possible in general composition, shape, size, profile, glass usage, glass pane division, muntin type, glazing, texture and finish.
   - **b.** Replacement doors and windows should retain historic character-defining features, such as hardware, accessories, and decorative details.
   - **c.** If the feature cannot be replicated using traditional materials, refer to Chapter 6, Use of Alternative Materials for information on selecting an appropriate alternative material.
   - **d.** Replacement should be limited to the door itself or the window sashes to reduce the replacement of historic fabric and impacts to the building envelope.
   - **e.** Avoid the use of insert window replacements, which reduce the size of window openings.
5. If the historic design of a window or door is unknown, an appropriate replacement style should be selected. In this case, the window or door can be replaced with a modern material; refer to Chapter 6, Use of Alternative Materials for information on selecting an appropriate alternative material.
6. On existing modern additions (post 1940), door and window replacements should be clearly differentiated as modern, but remain compatible with the historic building.

7. Historic shutter replacements should match the historic shutters in material, composition, size, shape, style, type, location, placement, and finish. Replacement shutters should be operable; however, if fixed shutters are used, they should be installed on the edge of the jamb with hinges, latches, and shutter dogs to appear as though they are operable.
8. If replacement of a door or window impacts surrounding trim or other features, reference the Guidelines for Door and Window Design Changes below, and the Guidelines for Trim and Ornamentation on page 66.

DESIGN CHANGES

1. Maintain historic wall openings on the front façade and side elevations with visibility from the street. Doors and windows should not be added, deleted, or otherwise altered in these areas.
2. On secondary elevations of historic buildings, doors and windows may be added or deleted. This allowance should occur in limited circumstances on any given building elevation. Existing window openings are preferred locations for new door locations to limit the impact to the building envelope and retain the opening pattern. Where historic openings are blocked, the new wall should have a distinct design and treatment to mark the location of the historic window. On buildings with wood siding, retain the historic window trim and infill the opening with a smooth panel. On buildings with masonry exteriors of any finish, recess the infill at least 1" to mark the opening; masonry infill can be parged for a smooth finish or left exposed.
3. New wall openings for doors on historic buildings should not be designed to alter the presence and function of historic primary entries. Historic entries that serve as architectural focal points must be retained as such. The level of adornment for new doors should not exceed the level of adornment of the historic entries. If the original door and its style is not known, the level of adornment should be appropriate to the style and architectural adornment of the building.
4. Wall openings may be changed on modern additions as long as the overall fenestration and solid to void ratios are not altered to a degree that becomes inappropriate to the addition's compatibility and context with the historic building.
5. New wall openings on historic buildings must reflect and reinforce the architectural style of the building and fit with the established fenestration pattern. New doors and windows must be differentiated from historic doors and windows in configuration, such as a different number or arrangement of panes, but should be comprised of historically appropriate materials that match the material, composition, shape, size, glazing, and other visual qualities of the existing windows on the historic building.
6. Doors and windows installed in new wall openings on historic buildings must be appropriately articulated with a profile that matches the recession and protrusion of the entire door or window with all associated elements in relation to the wall plane to match the existing doors or windows on the historic building.



Historic residential doors in Herndon.

7. Storm door and storm window additions should minimize any obstruction of the door and window design and details. Storm door and storm windows should match the door and windows materials when possible and be compatible with the architectural style of the building.
   a. New screen and storm doors should be wood or prefinished metal, but should not have a metallic finish.
   b. Interior storm windows do not require a COA.

Porches


45 PRESERVATION BRIEFS

Preserving Historic Wood Porches

Aleca Sullivan and John Leeke

National Park Service
U.S. Department of the Interior
Heritage Preservation Services

Few architectural features evoke more romantic notions or do more to define a building's historic character than the American porch. The size, style, detailing, and location of a porch can tell volumes about the age and use of a building. Each component, from handrail or baluster to column or post, enhances the architectural character of the porch. Alter or remove the porch and a historic building or streetscape can lose its visual integrity and historic authenticity (Fig 1).

Functionally, a porch protects an entrance from the weather. Yet open porches are constantly exposed to sun, snow, rain, and foot traffic, and thus subject to deterioration, perhaps more than other parts of a building. Wood porches are particularly vulnerable.

Deferred maintenance and neglect account for the decay and loss of countless numbers of historic porches each year. Deterioration from moisture and resultant wood rot, and damage caused by wood-eating insects are common problems that, when left unaddressed too long, can lead to the loss of significant historic fabric. Inappropriate repairs or insensitive alterations, such as the enclosure of a front porch, can be equally destructive and negatively affect the porch's appearance. All these things can alter a building's historic character. To preserve the character of the porch, as well as the historic building itself, it is essential to plan carefully before undertaking any work on a historic porch.

This Preservation Brief provides guidance for the everyday care of wood porches on older buildings. It focuses primarily on the maintenance and repair of wood porches, but acknowledges other, often challenging, work as well. This publication provides a brief history of the American porch and identifies its basic structural and decorative elements. It outlines how to assess the condition of a wood porch, how much work may be needed, and how to develop a specific scope of work. Detailed guidance on each level of work is provided, beginning with routine maintenance, followed by general repairs for various porch components, and concluding with replacement of parts that are beyond repair. Recommendations are provided for work that may require professional assistance. Although the Brief primarily addresses residential buildings, much of the information can be applied to wood porches on any structure.

Evolution of the Porch

In colonial America, buildings in the northern colonies tended to echo British precedents with small gable-roofed extensions to protect main entrances. Whether open or enclosed, these extensions were called porches (from

Figure 1. Distinctive yet different, these front porches are important features along the street. The skyline would be diminished if the front porch from one of the houses was dramatically altered or removed. Photo: Aleca Sullivan.

1

The National Park Service's Preservation Brief #45, "Preserving Historic Wood Porches" - Click the image to download the PDF

An architectural feature on many buildings within the HDO, especially historic houses, porches offer the strongest conveyance of building era, age, and character. Historically and today, porches serve an important purpose as transitional outdoor covered space, and they often feature decorative details indicative of architectural style. Porches, together with the front entrance, create a principal focal point for historic buildings. Porch location, size, roof form, means of roof support, use and design of balustrades, fascia treatments, skirt treatments, and access stairs are all important design elements that help to define the character of a porch. Due to their highly visible location, it is important that historic porches are retained and preserved.

The preservation of porches is critical to maintaining the integrity of historic buildings and the entire HDO given that over 80% of historic buildings in the district have porches. In the HDO, full and partial width first floor porches are common on front facades and almost always have some level of adornment such as decorative bracing, turned posts, classic columns, and ornamental balustrades. These elements reflect and reinforce the architectural style of the building, display the original craftsmanship and are important factors in the visual appeal of the HDO. Side and rear porches are also typical in the HDO however these porches often have a reduced level of adornment.

For more information on the appropriate treatment for historic porches, reference Preservation Brief No. 45, Preserving Historic Wooden Porches.

Historic residential porches in Herndon.

Recommendations:

MAINTENANCE AND REPAIR

1. Maintain existing porches and all components and materials of the porch.
   - **a.** Routinely inspect for signs of damage or deterioration.
   - **b.** Re-paint as necessary. Bare wood should not be exposed and should be covered as soon as possible. Built-up and loose paint should be removed by mechanical means (scraping) and an appropriate primer should be used prior to repainting.
   - **c.** Refer to the Roofs section on page 42 for roof maintenance recommendations.
   - **d.** Refer to the Foundations and Chimneys section on page 48 for maintenance recommendations for any masonry components of porches including foundations, piers, and pedestals.
2. Repair and restore rather than replace historic porches when possible.
   - **a.** Retain and repair character-defining features of the form of the porch, including the height, width, roof pitch, columns, railings, and other decorative details.
   - **b.** Refer to the Roofs section on page 42 for roof repair recommendations.
   - **c.** Refer to the Foundations and Chimneys section on page 48 for repair recommendations for any masonry components of porches including foundations, piers, and pedestals.
   - **d.** Refer to the Exterior Wood Trim and Decoration section on page 66 for repair recommendations for repair or replacement of wooden porch components.
3. Limit replacement to the individual pieces that cannot be salvaged. A single rotted trim board or bracket does not necessitate the replacement of all trim boards or brackets.
   - **a.** Replacement of large sections of trim or other porch elements, even when meeting in-kind standards, require a COA. When making significant repairs, contact town staff to discuss whether replacements meet in-kind standards.
   - **b.** Select moisture resistant replacement wood to prevent premature deterioration, such as Accoya, cedar, cypress, or mahogany. Avoid using modern fast growth wood, particularly softwoods, such as pine.

Decaying porch trim and deck.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. The replacement of porch components or entire porches should only occur if the areas to be replaced cannot be salvaged; avoid wholesale replacement of historic porches or replacement of an entire porch when only particular components can be replaced instead.
2. If porch components must be replaced, they should be replaced in-kind.
    a. To achieve replacement-in-kind, the new materials should match the historic porch in material, composition, shape, size, location, style, ornament details, and other visual qualities.
3. If replacement-in-kind is not possible, the following criteria for historic porch material replacement applies:
    a. Replacement materials for porch components should match the historic porch materials in composition, shape, size, location, style, finish, and other visual qualities.
    b. If replacement element is made of wood, select a moisture resistant replacement wood, such as Accoya, cedar, cypress, or mahogany, to prevent premature deterioration. Avoid using modern fast growth wood, particularly softwoods such as pine.
    c. If the feature cannot be replicated using traditional materials, refer to Chapter 6, Use of Alternative Materials for information on selecting an appropriate alternative material.
        i. Masonry veneers, composite floorboards, and modern materials that can be painted and share the same dimensions, profiles, means of installation, and finish as wood may be appropriate if the design characteristics and visual qualities match to the historic materials they are replacing.
4. For modern additions (post 1940), replacement porch materials should offer the same general appearance as the existing porch materials.

DESIGN CHANGES

1. Maintain porches as existing.
    a. Historic porches should only be altered, including addition or deletion, based on documented historic conditions.
    b. If structurally unsound and unsalvageable, historic porches should be replaced per the above replacement guidelines and individual character-defining components should be replicated.
2. Generally, porches should not be constructed on buildings that did not historically have a porch in the proposed location.
    a. New porches should not be constructed on front elevations or elevations facing the public right-of-way. Proposed new porches should be located on rear elevations to limit visibility.
    b. When located on side elevations new porches should be scaled to not detract from the contributing building and its features.
    c. New porches should be compatible with the style and form of the existing building but should employ simpler contemporary features to not create a false historical narrative.
    d. The design and construction should avoid impacting historic materials and character-defining features.
3. Unscreened front porches should not be screened unless it is demonstrated that the addition of the screening will not have an adverse impact on the character of the building.
    a. Screens must be set within the interior of the porch and any framing should be aligned behind the porch columns and railing to limit the physical impact to historic porch elements and visual impact of the screening.
4. Porches on secondary elevations of historic buildings may be enclosed in adherence with the following criteria:
    a. The enclosing wall and materials are set back from the structural members of the historic porch to ensure that all porch details remain visible.
    b. The enclosure wall should retain a high degree of transparency to maintain the character of the historic porch.
    c. The materials used should be compatible and consistent with the materials used on the historic building.
5. When reconstructing a missing historic porch, pictorial evidence should be used.
    a. Absent historical photographs, design elements should be employed that are contemporary yet compatible to the historic resource that is served by the porch.
6. On modern additions, porches can be added, deleted, or altered in other ways when the following criteria is applied:
    a. The changes reflect the architectural style and form of the addition.
    b. The changes do not detract from the addition's compatibility with the historic building and context as a modern addition to a historic resource.

Small amounts of trim work and ornament define the character of otherwise simple buildings.

EXTERIOR WOOD TRIM AND DECORATIVE ORNAMENT

Although comprising smaller building elements, trim work and ornamentation play an outsized role in defining building character and reinforcing architectural style. How trim is used, and the dimensions of trim are important design characteristics. A house with no corner boards or wide rake boards conveys a very different appearance than houses with corner boards or narrow rake boards. The level of ornamentation, in combination with the type and placement of ornamentation, not only serves to help identify age and style but these features are also a record of the quality of craftsmanship available at the time these resources were constructed. The preservation of ornamentation such as brackets or spindlework is particularly vital since these types of features are not easily reproduced.

In the HDO, most historic buildings have simple designs and decorative adornment is limited, which increases the architectural importance of the few instances in which ornamentation is employed. Decorative rafter tails, gable spindlework, heavy fascia and rake boards, and decorative cornices are examples of the trim and ornamentation found in the HDO.

For more information on the appropriate treatment for historic trim and decorative ornamentation, reference the applicable sections of the following Preservation Briefs: Preservation Brief No. 9, The Repair of Historic Wooden Windows, Preservation Brief No. 10, Exterior Paint Problems on Historic Woodwork, Preservation Brief No. 11, Rehabilitating Historic Storefronts, and Preservation Brief No. 45, Preserving Historic Wood Porches.

Recommendations:

MAINTENANCE AND REPAIR

Example of Dutchman patch to repair ornamental porch rafter tails. Image from NPS Preservation Brief 45, Preserving Historic Wood Porches.

1. Maintain existing historic trim and ornamentation.
   - **a.** Routinely inspect for signs of damage or deterioration.
   - **b.** When necessary, clean exterior wood trim and decorative ornament using the gentlest means possible; avoid power washing. If required, use a light warm water wash (no more than 300 psi).
   - **c.** Re-paint as necessary. Bare wood should not be exposed and should be covered as soon as possible. Built-up and loose paint should be removed by mechanical means (scraping) and an appropriate primer should be used prior to repainting.
2. Repair rather than replace historic trim and ornamentation when possible.
   - **a.** Use an epoxy wood filler to repair areas of minor, non-structural damage. Use a Dutchman patch if a larger area requires repair.
   - **b.** Remove only the portion of the trim or ornamentation that is damaged or deteriorated and replace with a matching piece that can be seamlessly installed as a substitute for the removed portion and painted over to hide the joint line between the old and new portions.

c. Select moisture resistant replacement wood to prevent premature deterioration, such as Accoya, cedar, cypress, or mahogany. Avoid using modern fast growth wood, particularly softwoods, such as pine.

3. Limit replacement to the individual pieces that cannot be salvaged. A single rotted trim board or bracket does not necessitate the wholesale replacement of all trim boards or brackets.

a. When repairing and restoring trim and ornamentation, contact town staff to discuss whether replacements meet in-kind standards.

b. Replacement of large sections of trim and decoration, even when meeting in-kind standards require a COA.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. For historic buildings, trim and ornamentation should be replaced in-kind if the historic material remains available.

a. To achieve replacement-in-kind, the new material should match the historic trim and ornamentation in material, composition, shape, size, dimension, profile, location, means of installation, finish, and other visual qualities.

b. Select moisture resistant replacement wood to prevent premature deterioration, such as Accoya, cedar, cypress, or mahogany. Avoid using modern fast growth wood, particularly softwoods, such as pine.

2. If replacement-in-kind is not possible, the following criteria for historic trim and ornamentation replacement applies:

a. Replacement material must match the existing or documented historic trim and ornamentation in general composition, shape, size, profile, and finish.

b. Avoid wrapping trim or ornamentation with another material.

c. For modern additions (post 1940), replacement trim and ornamentation should offer the same general appearance as the existing trim and ornamentation.

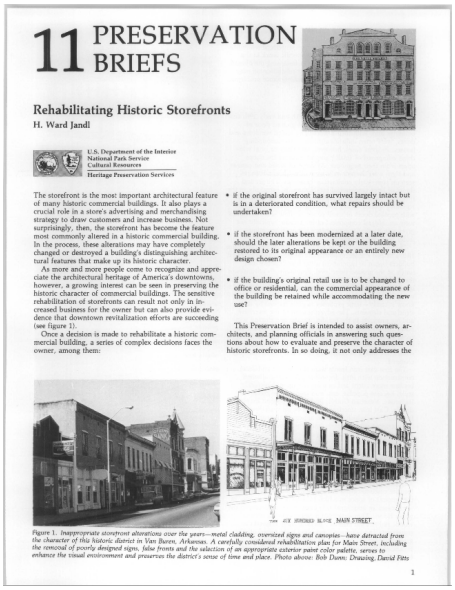
DESIGN CHANGES

1. Maintain historic trim and ornamentation as existing, or alter based on known historic conditions. Trim and ornamentation should not be added or deleted.

2. On modern additions, trim and ornamentation can be added, deleted, or altered in other ways when the following criteria is met:

a. The changes reflect the architectural style and form of the addition.

b. The changes reinforce the addition's compatibility with the historic building and context as a modern addition to a historic resource.


11 PRESERVATION BRIEFS

Rehabilitating Historic Storefronts

H. Ward Jandl

U.S. Department of the Interior
National Park Service
Cultural Resources
Heritage Preservation Services

The storefront is the most important architectural feature of many historic commercial buildings. It also plays a crucial role in a store's advertising and merchandising strategy to draw customers and increase business. Not surprisingly, then, the storefront has become the feature most commonly altered in a historic commercial building. In the process, these alterations may have completely changed or destroyed a building's distinguishing architectural features that make up its historic character.

As more and more people come to recognize and appreciate the architectural heritage of America's downtowns, however, a growing interest can be seen in preserving the historic character of commercial buildings. The sensitive rehabilitation of storefronts can result not only in increased business for the owner but can also provide evidence that downtown revitalization efforts are succeeding (see figure 1).

Once a decision is made to rehabilitate a historic commercial building, a series of complex decisions faces the owner, among them:

- if the original storefront has survived largely intact but is in a deteriorated condition, what repairs should be undertaken?
- if the storefront has been modernized at a later date, should the later alterations be kept or the building restored to its original appearance or an entirely new design chosen?
- if the building's original retail use is to be changed to office or residential, can the commercial appearance of the building be retained while accommodating the new use?

This Preservation Brief is intended to assist owners, architects, and planning officials in answering such questions about how to evaluate and preserve the character of historic storefronts. In so doing, it not only addresses the

Figure 1. Inappropriate storefront alterations over the years—metal cladding, oversized signs and canopies—have detracted from the character of this historic district in Van Buren, Arkansas. A carefully considered rehabilitation plan for Main Street, including the removal of poorly designed signs, false fronts and the selection of an appropriate exterior paint color palette, serves to enhance the visual environment and preserves the district's sense of time and place. Photo above: Bob Dunn; Drawing: David Fitts

1

The National Park Service's Preservation Brief #11, "Rehabilitating Historic Storefronts" - Click the image to download the PDF

Storefronts

For historic commercial buildings, storefronts are often the most character defining feature of the front façade. Historic storefronts feature windows, transoms, entry doors, supporting columns, piers, or pilasters, panels, cornices, and typically various decorative elements. Materials often include wood, masonry, metal, and clear glass, though tile can also be present. With substantial transparency storefronts are visually distinct from the other parts of a building and provide variation in wall planes when recessed doorways and protruding display windows are present. Awnings and canopies are also common features of storefronts as a climate control solution and ways to increase the presence of the storefront. Information on awnings and canopies can be found on page 71. The design and details of a storefront provide important information about the style and era of the building. Historically, storefronts have served an important business utility for the display of goods and services. It is vital to the integrity of the district for historic storefronts be preserved to allow retention of this function even when building uses change.

In the HDO, unfortunately, many of Herndon's original commercial buildings were lost in a downtown fire in 1917. This makes the surviving historic commercial buildings particularly important resources. Given their high visibility, storefronts and associated features such as awnings play an out-sized role in the character of the historic district's commercial buildings. The district contains both traditional commercial storefronts with decorative ornamentation and simplified storefronts, void of decorative details. There are also commercial buildings that were historically residential or industrial; since these resources were not originally intended for commercial use, they may not have storefronts

For more information on the appropriate treatment for historic storefronts, reference Preservation Brief No. 11, Rehabilitating Historic Storefronts.

Recommendations:

MAINTENANCE AND REPAIR

1. Maintain historic storefronts and associated components and materials.
   - **a.** Routinely inspect for signs of damage or deterioration.
   - **b.** When necessary, clean using the gentlest means possible; avoid power washing. If required, use a light warm water wash (no more than 300 psi).
   - **c.** Remove old caulk and re-caulk as necessary to ensure weatherproofing. Keep existing flashing secure and weathertight.
   - **d.** Re-paint or re-stain as necessary. Exposed previously painted surfaces should be covered as soon as possible. Surface preparation is important. Built-up and loose paint should be removed and a primer should always be used.
   - **e.** Refer to the Trim And Decorative Ornament section on page 66 and the Windows And Doors section on page 56 for additional maintenance recommendations.

f. If the storefront includes masonry components, refer to the Foundations And Chimneys section on page 48 for additional maintenance recommendations.

2. Repair and restore historic storefronts and all associated materials and features when possible; avoid wholesale replacement of historic storefront systems.
   - **a.** For wood components, use an epoxy wood filler to repair areas of minor, non-structural damage. Use a Dutchman patch if a larger area requires repair.
   - **b.** Remove only the portion of the storefront that is damaged or deteriorated and replace with a matching piece that can be seamlessly installed as a replica substitute.
   - **c.** For damaged glass, replace only the damaged panes and match the glazing of the remaining panes as closely as possible.
   - **d.** Refer to the Trim And Decorative Ornament section on page 66 and the Windows And Doors section on page 56 for additional maintenance recommendations.
   - **e.** If the storefront includes masonry components, refer to the Foundations And Chimneys section on page 48 for additional maintenance recommendations.

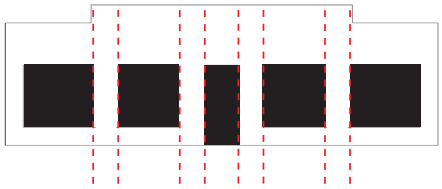
Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. For historic buildings, if storefront materials or components must be replaced, they should be replaced in-kind.
   - **a.** To achieve replacement-in-kind, the new materials should match the historic storefront in material, composition, shape, size, profile, location, style and detailing, fenestration, and other visual qualities.
   - **b.** Replacement ornamentation should match the historic ornamentation in material, composition, shape, size, use, placement, finish, as other visual qualities.
2. If in-kind replacement is not possible, the following criteria for historic storefront material replacement applies:
   - **a.** Replacement materials should match the historic materials in composition and arrangement, shape, size, profile, location, style and general detailing, texture, level of transparency, finish, and other visual qualities.
   - **b.** Select moisture resistant replacement wood to prevent premature deterioration, such as Accoya, cedar, cypress, or mahogany. Avoid using modern fast growth wood, particularly softwoods, such as pine.

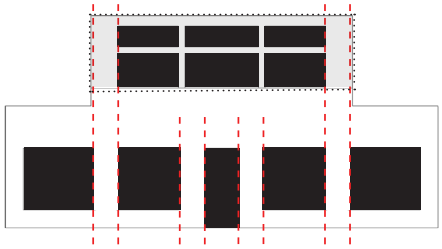
Historic commercial storefronts in Herndon.

Traditional Commercial Openings



Existing openings have various sizes but the spacing between is consistent. Indicating the placement of traditional warehouse columns.

Commercial Addition Openings



Openings in second story addition are spaced within the boundaries of the structure below. The spacing between the additional openings is narrower, as modern materials require less space for support.

c. Modern materials that can be painted and share the same dimensions, profiles, means of installation, and finish as wood may be appropriate if the design characteristics and visual qualities match to the historic materials they are replacing. If an alternative material is proposed refer to Chapter 6, Use of Alternative Materials for information on selecting an appropriate alternative material.

d. New glass must be clear without any reflective qualities that limit visibility into the interior space. Avoid any tinting or glazing meant to reflect light. Awning or canopies can instead be used to manage light into the storefront. See the section on Awnings and Canopies on page 71.

3. The replacement of entire storefronts should only occur if it cannot be salvaged.

a. If the historic storefront is in place but cannot be salvaged it should be replicated.

b. If the historic storefront has been replaced with a modern storefront and requires replacement again, it should be replicated if historic images of the historic storefront are available.

c. If the historic storefront has been replaced with a modern storefront and requires replacement again, it should be designed to be “contemporary compatible” if the historic design is unknown.

d. In some cases, original storefront replacements, or second-generation storefronts, are historically significant in their own right if they were installed during the period of significance and should be retained and restored.

4. For modern additions (post 1940), replacement storefront materials should offer the same general appearance as the existing storefront materials.

STOREFRONT DESIGN CHANGES

1. For historic buildings, maintain storefronts as existing. Historic storefronts should only be altered, including addition or deletion, based upon documented historic conditions. In some cases, a later iteration of a storefront design will have significance in its own right and should be preserved; in the HDO, these examples will be second generation storefront installed after construction, but before 1940 in order to fall within the period of significance of the district.

2. If structurally unsound and unsalvageable, storefronts should be replaced per the above replacement guidelines and individual character-defining components should be replicated on replacement storefronts.

3. Storefronts should not be added to historic buildings that did not historically have storefronts, especially if storefront are incompatible with the historic building type and use, such as residential buildings that have been converted to commercial use.

4. Storefronts should not be altered in a manner that creates a false historic narrative.

5. On modern additions, storefronts may be added, deleted, or altered when the following criteria is applied:
    a. The changes reflect the architectural style and form of the addition.
    b. The changes do not detract from the addition's compatibility with the historic building and context as a modern addition to a historic resource.

Awnings and Canopies

Awnings and canopies were used historically as an element of climate control before modern mechanical methods were available and to reduce glare. Typically seen on commercial buildings, these features are highly visible and were often used in conjunction with signage to differentiate between buildings at the pedestrian level. Awnings have also been used on residential properties, particularly on south facing facades.

For more guidance on awnings and canopies on historic buildings, reference Preservation Brief No. 44, The Use of Awnings on Historic Buildings: Repair, Replacement, and New Design.

Process Note: *Guidelines for awning and canopy signs can be found in the Herndon Downtown Pattern Book. Sign regulations are found in the Herndon Zoning Ordinance.*

The National Park Service's Preservation Brief #44, "The Use of Awnings on Historic Buildings: Repair, Replacement, and New Design" - Click the image to download the PDF

Recommendations:

MAINTENANCE AND REPAIR

1. Routinely inspect historic awnings and canopies for signs of damage or deterioration.
    a. Pay special attention to operable components of awnings or canopies, such as pivot points, gears, and frames.
    b. Regularly clean fabric coverings and operable components to extend their lifespan.
2. Repair any damage or deterioration found on awning or canopy frames and covers as it is discovered to reduce the need for wholesale replacement of these features.
    a. When replacing the fabric, replace in-kind. Contact staff to determine appropriate material replacement for in-kind options.
    b. Visible components and decorative features should match the historic.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. Historic character-defining awnings or canopies should not be removed unless being replaced. Damaged or deteriorated components should be replaced in kind.

Retractable awning over commercial building.

Fixed awning over commercial building entry with exterior lights for illumination.

a. To achieve replacement-in-kind, the new material should match the existing or historic material in size, shape, placement, and material.

b. Awnings and canopies should be of weather resistant fabric or metal. Do not use vinyl or other plastic material.

DESIGN CHANGES

1. Missing historic awnings and canopies can be reinstalled.

a. If available, use historic documentation to determine the design of the historic awning or canopy.

b. If no historic photographs are available for reference, but there is evidence canopies or awning previously existed on a building, the design should be in keeping with the character of the building and the surrounding district.

2. New awnings or canopies may be introduced onto a historic building.

a. The design should be contemporary yet compatible.

b. Care should be taken to ensure the installation of an awning or canopy does not alter the historic character of the building, or damage or obscure historic materials or features.

c. The shape, scale, massing, material, and color of the new awning or canopy should be considered to ensure compatibility with the building and the surrounding district.

d. The placement of the new awning or canopy should align with the size, scale and style of the storefront and associated doorways and fenestration.

3. Modern awnings that do not reflect the style and age of the historic building may be removed.

AWNING AND CANOPY FEATURES

1. Awnings and canopies on an historic building should be not be internally illuminated.

a. Lighting for awnings and canopies should be provided by an exterior light source using appropriate concealment of conduits and other electrical hardware.

b. New contemporary yet compatible lighting can be introduced on the façade of a historic building provided it is installed in a sensitive manner that does not damage historic materials.

c. The light source should be shielded to avoid pinpoint glare.

New Additions

The most important considerations when planning an addition to an historic building are compatibility, differentiation, and reversibility. New additions should be compatible — consistent, harmonious — to the historic building, but should also be differentiated — differences between historic and new should be discernible — so that it is clear they are not original. New additions should also be constructed so that in the future, if they are removed, the form and integrity of the historic building remains; towards this end the addition should be designed to minimize the removal of existing exterior walls and roof.

These guidelines are provided for applicants and design professionals as a guide to help direct the design of their proposed addition to a contributing resource, and town staff and the HDRB to use as the basis for the review of COAs.

Process Note: *When planning a new addition to a contributing building, owners and designers should contact staff during the earliest stages of conceptualization to ensure that the addition reflects the guidelines and meets zoning requirements. The HDO Procedure Guide provides additional information regarding the application process and required materials.*

Guidelines For New Additions

1. Proposed additions that remove more than 49% of the exterior walls and/or roof require new construction and demolition COAs. The Zoning Administrator will determine whether or not new construction and demolition COAs are required.
2. New additions should be designed to preserve significant historic materials, features, and form.
    a. The design of a new addition should minimize the requirement for historic material loss at the connection point to the historic building.
    b. To retain historic exterior materials on the interior of the new addition, new additions should utilize historic openings to access the new addition rather than cutting new openings or construct a small hyphen to connect the historic building to the new addition.
3. New additions should be subordinate to the historic building.
    a. The new addition should be sized as secondary to the primary historic resource.
    b. New additions should not overpower the form or change the scale of the historic building.
    c. The placement, orientation, massing, and scale of the new addition should be designed in such a manner that it does not impact the integrity of the historic building.
    d. New additions should not be visible or should be minimally visible from the public right-of-way.

One case of an appropriate second story residential addition is an addition over top of an existing first story wing.

e. Second story additions on historic buildings are generally not appropriate unless the addition is designed in such a way that it does not impact the massing, scale, and character of the historic building.

4. New additions should be compatible with, but differentiated from, the historic building.

a. The openings of the new addition should mimic the rhythm of the historic building but differentiate them in design and configuration. The arrangement of the proposed windows and doors should reflect that of the existing building.

b. A physical break (if using a hyphen connection) or a small setback between the historic building and the new addition should be provided to create visual distinction between the historic and modern portion of the building.

c. Materials should be compatible, but differentiated from those found on the historic building.

d. Alternative materials can be appropriate for new additions as a means of differentiating the addition from the historic building, Refer to Chapter 6, Use of Alternative Materials, for information on selecting an appropriate alternative material.

5. The style of the proposed windows and doors should be compatible with the contributing building's existing windows and doors, but should not attempt to replicate them.

a. Glass should be clear in all cases other than for decorative accent windows.

b. For windows consisting of multiple panes of glass, simulated divided lites should have dimensional muntins or grills on the exterior of the glass.

6. New chimneys should be clad in masonry.

a. Weatherboard siding is not appropriate for chimneys.

b. Fireplace vents should not be located on front facades

c. Metal flues should only be exposed above the eaves of the roof.

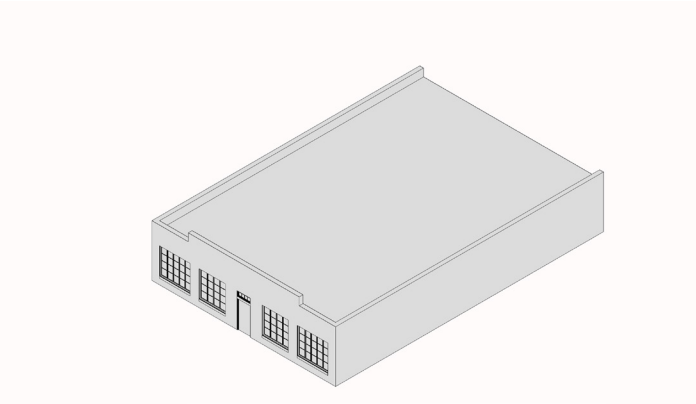
7. New roof connections should be below the peak of the existing roof.

a. Proposed dormers should be sized to reflect the scale and architectural style of the addition and not detract from the contributing building.

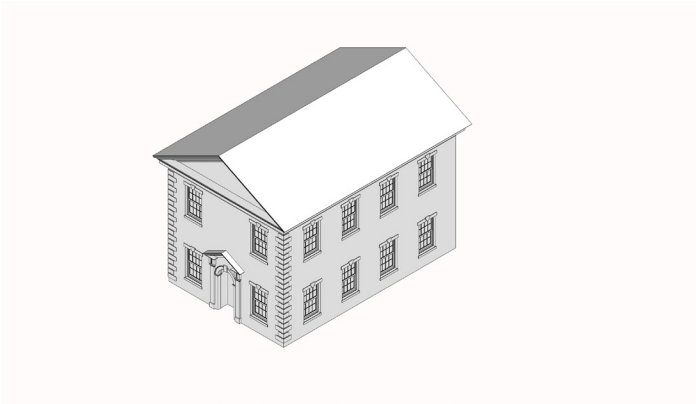
8. Place new additions to avoid damage or elimination of historic site features.

a. If historic site features exist on the property, ensure the placement of new addition does not negatively impact or eliminate these features.

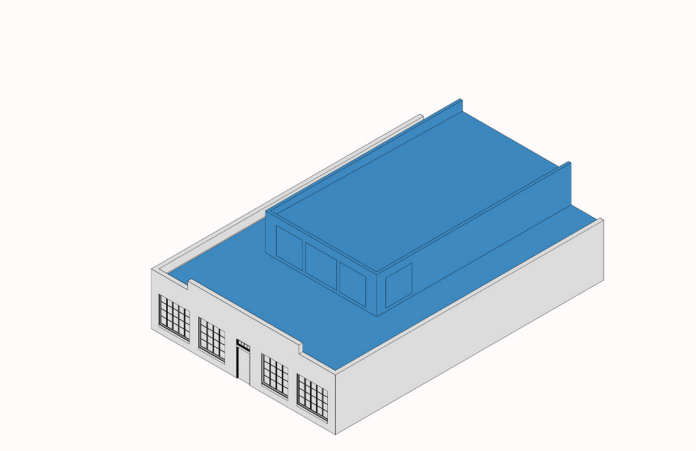
Massing of Additions to Commercial Buildings



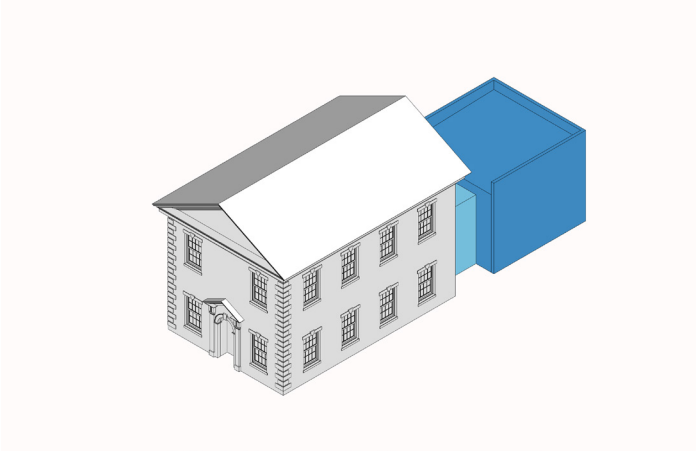
Commercial 1-story flat roof



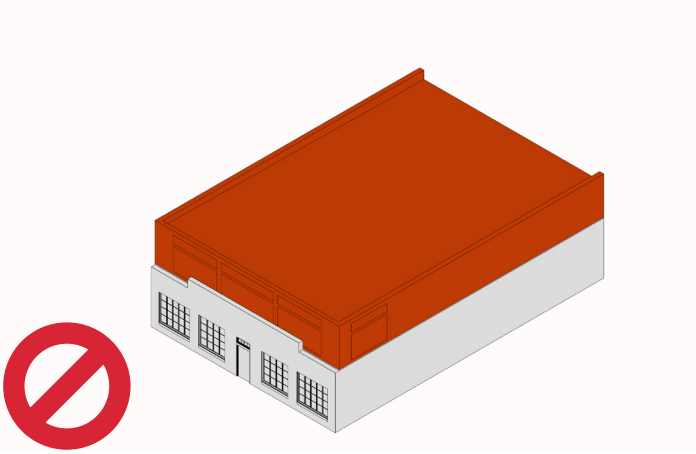
Commercial 2-story



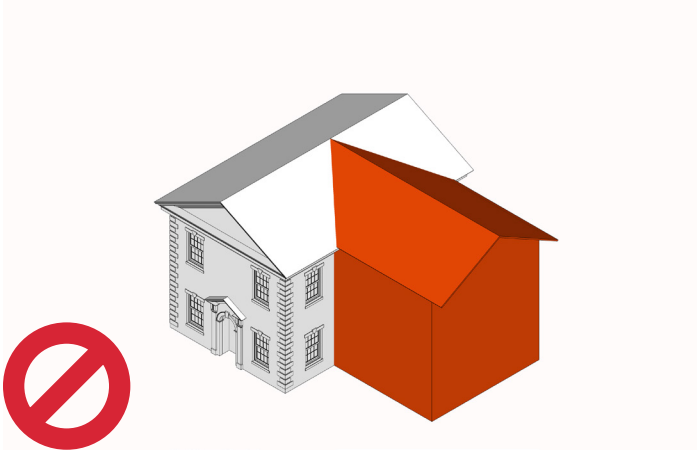
Commercial 1-story flat roof - appropriate addition set back from front facade



Commercial 2-story- appropriate rear addition with hyphen

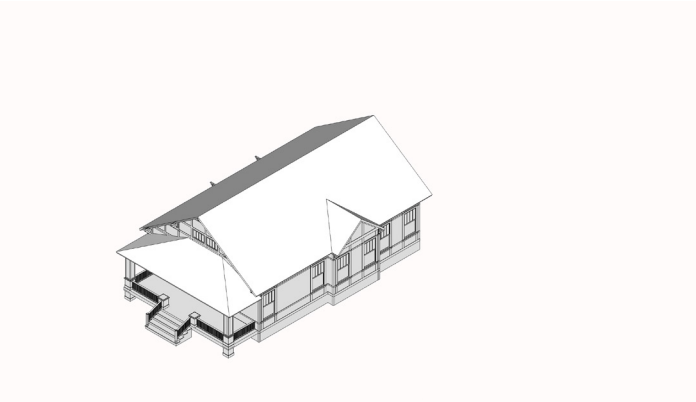


Commercial 1-story flat roof - inappropriate addition flush with front facade

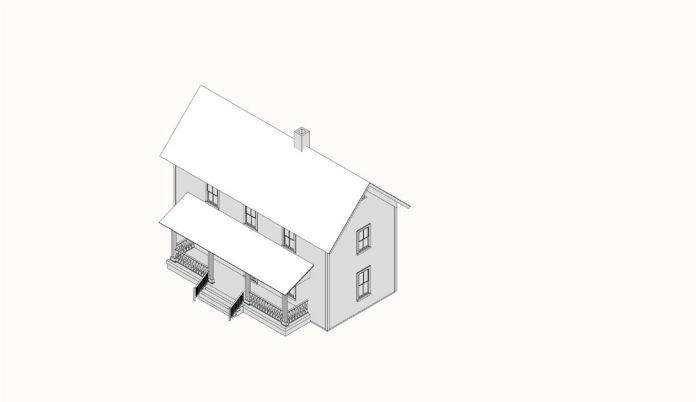


Commercial 2-story- inappropriate rear addition

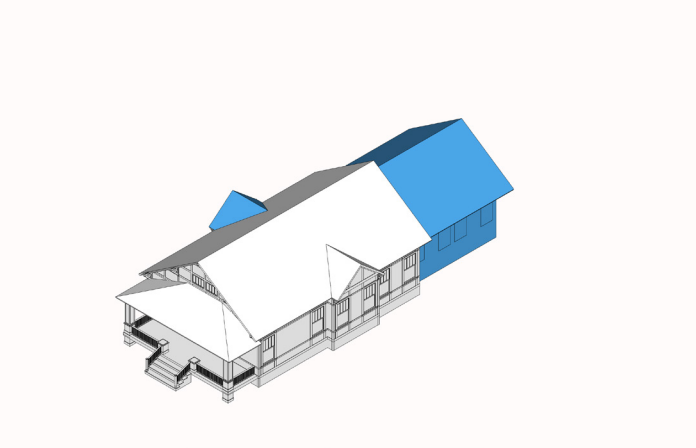
Massing of Additions to Residential Buildings



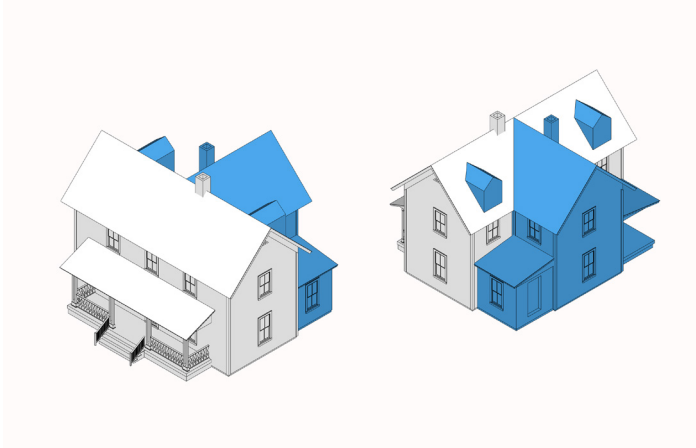
1-story residential



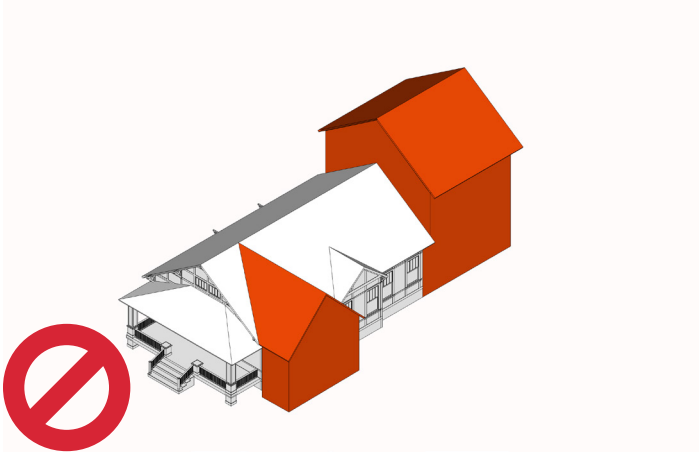
2-story residential



1-story residential - appropriate rear and dormer additions, inset from main structure



2-story residential - appropriate rear and dormer additions



1-story residential - inappropriate rear and dormer additions

2-story residential - inappropriate rear and dormer additions

Accessory Structures

Accessory structures typically found in Herndon include barns, sheds, and detached garages. This section provides guidance for the treatment of accessory structures located on property with a contributing building, including historic accessory structures (those constructed within the period of significance) and modern accessory structures (those constructed outside of the period of significance). In addition, these guidelines and recommendations are for historic accessory structures located on sites that do not have a contributing primary building.

Historic Accessory Structures

Historic accessory structures were constructed within the period of significance; these can be contributing or noncontributing to the district depending on remaining historic integrity, as defined in Chapter 2. These are often associated with a primary historic resource, particularly houses, but some are located on property with a noncontributing primary building.

The preservation of historic accessory structures is important to maintaining the integrity of the HDO as they are the visual vestiges of Herndon's origin as a rural community. The following information and guidelines are for historic accessory structures and for modern accessory structures on parcels with a contributing resource.

New construction of accessory structures, whether associated with a contributing structure or not, can be found in Chapter 8, New Construction.

Historic accessory structures in Herndon

Recommendations:

MAINTENANCE AND REPAIR

1. Historic accessory structures should be retained and preserved.
   - **a.** Retain historic accessory structures in their original locations in order to preserve the historic site.
   - **b.** Maintain the historic features, materials, and configuration of historic accessory structures.
2. Routinely inspect historic accessory structures for damage and deterioration.
   - **a.** Repair or replace damaged historic features and materials in kind.
   - **b.** Replacement of original material should be limited to the individual pieces that cannot be salvaged; wholesale replacement of historic building components should be avoided.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. If replacement of a historic material is necessary, it should be replaced-in-kind.
    a. To achieve replacement-in-kind, the new wall material should match the historic wall material in composition, shape, size, color, profile, pattern, texture, and other visual qualities.
2. If in kind replacement is not possible, the following criteria for material replacement applies:
    a. Replacement materials should match the physical characteristics of the original material in size, composition, and texture, as well as the visual characteristics of color, texture, finish and profile.
    b. Replacement materials should offer the same general appearance as the existing material.
    c. Material replacement should not have any impacts to the materials and design of other building features.
    d. If the feature cannot be replicated using traditional materials, refer to Chapter 6, Use of Alternative Materials for information on selecting an appropriate alternative material.
3. If the material to be replaced is modern, it can be replaced in-kind or changed to a documented historic material.

DESIGN CHANGES

1. Modifications to historic accessory structures must be in keeping with its historic character as well as that of the primary contributing resource on the property if applicable.
    a. The trim and details should retain the appearance, style and materials of the original.
    b. Windows and doors should reflect the style, materials, size and framing of the existing windows and doors.
    c. Decorative details should reflect the design, materials and size and scale of existing details.
    d. The pitch of the roof should be maintained.
    e. Roof materials should match or complement existing roof materials.
    f. If the existing roof materials are of a modern era, earlier roof materials found on the primary building or similar historical accessory structures within the HDO may be appropriate.
2. Ensure alterations to historic accessory structures do not negatively impact the integrity and significance of the accessory structure or the rest of the historic property.
3. For demolition of an historic accessory structure, see Chapter 10, Guidelines for Relocation and Demolition.

Modern Accessory Structures

Modern accessory structures are accessory structures constructed outside of the period of significance. Those addressed in this section are associated with contributing primary buildings.

Modern commercial accessory structure

Modern residential accessory structure

Recommendations:

MAINTENANCE AND REPAIR

These recommendations are provided as a resource for property owners or individuals caring for modern accessory structure located on the same property as a contributing resource.

1. Inspect and maintain modern accessory structures.
   - **a.** Routinely inspect accessory structures for damage and deterioration.
   - **b.** Replace damaged existing features and materials on modern accessory structures in kind.

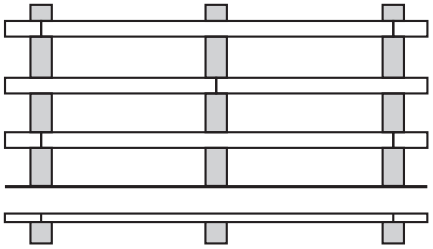
Guidelines For Replacement And Alterations

MATERIAL CHANGES

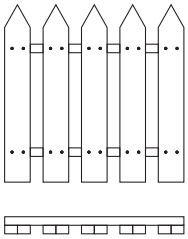
1. Materials on modern accessory structures should be replaced in-kind or changed to a material that is compatible with the structure, as well as the primary resource and the surrounding district.
   - **a.** Material replacement should not have any impacts to the materials and design of other building features.
   - **b.** If the feature cannot be replicated using traditional materials, refer to Chapter 6, Use of Alternative Materials for information on selecting an appropriate alternative material.

DESIGN CHANGES

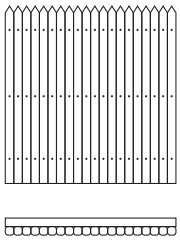
1. Alterations to modern accessory structures should not negatively impact the integrity and significance of the historic property/primary resource.
   - **a.** Forms should remain simple to reflect the purpose of the structure and not detract from the contributing resource.
   - **b.** The size should remain subordinate to the contributing resource.
2. Materials should reflect and complement the existing accessory structure and the historic primary resource.
   - **a.** Alternative materials can be appropriate for use on modern accessory structures as a means of differentiating the addition from the historic building, Refer to Chapter 6, Use of Alternative Materials, for information on selecting an appropriate alternative material.
3. Modifications to modern accessory structures should not create a false historical narrative.



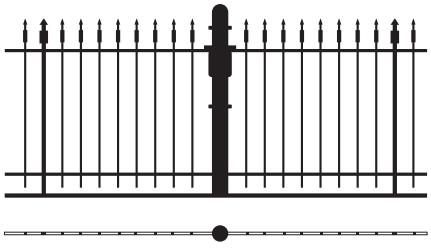
Post and Rail Fence



Picket Fence



Stockade Fence



Wrought Iron Fence

4. A modern accessory structure may be demolished if it is structurally unsound, deteriorated beyond repair, or no longer serving the property.
   a. Replacement of an existing modern accessory structure must follow the guidelines for New Accessory Structures on contributing properties, on page 77.

Site Features

Site refers to the property surrounding the building, including the building itself, landscape (trees, shrubs, lawns and planting beds) and hardscape (walkways and driveways) and secondary structures (arbors, walls, fences, and dumpster enclosures) that lend character to the historic property. Site features can be historic or modern, and, if placed properly, new site features may be appropriate.

In addition to following these guidelines, site features must also meet zoning regulations. Site features that are not visible from the public right-of-way are exempt from COA process and procedures except for dumpster enclosures. Additionally, landscaping changes are exempt from COA requirements, so they have not been addressed.

These recommendations are provided as a resource for property owners or individuals caring for a contributing property and represent preservation and rehabilitation best practices.

Process Note: There are several site features alterations that can be completed without the need for a COA. For more info refer to the HDO Procedure Guide *and the* HDO Pre-approved Changes Guide*.*

Recommendations:
MAINTENANCE AND REPAIR

HARDSCAPING

1. Retain historic paving materials.
2. Replace damaged hardscaping with materials that match the original.

FENCES, WALLS AND HEDGES

1. For fencing, wall, and hedge standards, refer to the Town of Herndon Zoning Ordinance.
2. Retain historic fences, walls, and old-growth privacy hedges.
3. Replace damaged or missing portions of historic fencing in kind, matching the historic material in height and detail.
4. A list of pre-approved fence types (residential only) may be administratively approved. See the HDO Pre-approved Changes Guide.

DECKS, PATIOS, AND OTHER SMALL SITE STRUCTURES

1. Retain historic patios, pergolas, gazebos, pergolas, and other small site structures.
2. Replace damaged or missing portions of these features in kind.
3. Modern decks, patios, and other small site structures may be removed without a COA; contact staff to confirm the structures are not historically significance to the site.

Guidelines For Site Features

HARDSCAPING

Hardscape that is less than a foot tall when measured from original grade is exempt from the COA process, but there are zoning regulations that govern the amount and location of hardscape. For more information regarding these regulations contact staff. The following guidance is to be followed if the hardscape exceeds 12" in height.

1. Do not demolish historic resources or site features to accommodate additional parking.
2. Do not install new parking at the front of an historic building, unless this is reflective of the historic condition; typically, driveways and drive aisles should be situated on one side of a building and provide access to rear parking lots.
3. When installing new hardscaping, the following materials are appropriate: ribbon paving, gravel or pebble, brick, stone pavers, and concrete (preferably scored or exposed aggregate). When installing or altering a driveway or parking area, check with the staff to determine if the Zoning Ordinance permits the proposed paving material.
4. Where parking is located adjacent to sidewalks and streets, provide landscaping as a visual buffer between parking areas and sidewalks to maintain the character of the historic streetscape.

FENCES, HEDGES, AND WALLS

A COA is required for fences, walls, and retaining walls that are over a foot in height when measured from original grade. Pre-approved fencing options are available. Check the Pre-Approved COA List of items and contact staff for administrative approval. The Zoning Ordinance governs the maximum height and location of these features.

1. Fences 12 inches and higher, inclusive of raised grade, should be of wood or wrought iron. Plastic and vinyl fences are not appropriate.
    a. Alternative materials that replicate painted wood or metal may be appropriate. Refer to Chapter 6, Use of Alternative Materials, for information on selecting an appropriate alternative material.

Painted wood picket fence

2. Walls (freestanding and connected to patios and other features) and retaining walls should be constructed of or clad in clay brick or natural stone.
   a. Concrete block is not appropriate.
   b. When railings are required on top of a retaining wall, the railing should be wrought iron or wood.
   c. Alternative materials that replicate brick or natural stone may be appropriate. Refer to Chapter 6, Use of Alternative Materials, for information on selecting an appropriate alternative material.

DECKS, PATIOS, AND OTHER INSTALLED SITE STRUCTURES

1. Decks, patios, and other installed site structures associated with contributing resources should not be visible from the public right-of-way. If visible from the public right-of-way, they should meet the following guidelines.
2. Decks attached to contributing resources should attach to the exterior wall material with the least possible material loss and damage.
   a. Historic exterior materials should not be removed to accommodate the addition of a new deck.
3. Any necessary hardware should be compatible with the exterior material of the contributing resource and not rust or cause other damage.
   a. Any piercing of historic exterior material should be limited and sealed to avoid moisture damage.
4. Wood should be moisture resistant to prevent premature deterioration. Softwoods, unless treated, should be avoided.
5. Alternative materials can be appropriate for new site features. Refer to Chapter 6, Use of Alternative Materials, for information on selecting an appropriate alternative material.
   a. Masonry veneers, composite floorboards, and modern materials that can be painted and share the same dimensions, profiles, means of installation, and finish as wood may be appropriate if the design characteristics and visual qualities match to the historic materials they are replacing.

UTILITY AND MECHANICAL SITE FEATURES

This category includes site features such as fuel tanks, gas and electrical meters, satellite dishes/antennae, exterior mechanical units and associated screening, and dumpster or trash can enclosures. Pre-approved fencing options may be appropriate for screening these features. Check the Pre-Approved COA List of items and contact staff for administrative approval. Dumpster enclosures associated with commercial properties require a site plan revision and are subject to COA process regardless of location.

1. All conduit, piping, cabling, junction boxes, and other appurtenances should be installed in a manner that is not visible from the public right-of-way.

Mechanical unit screened from the public right-of-way

2. Screens for utility and mechanical site features, visible from the public right-of-way, should be made of traditional materials of wood, brick, metal or stone to be compatible with the district.
    a. If a change of material is proposed, refer to alternative materials for noncontributing buildings, found in Chapter 6.
    b. Vinyl, concrete block and split-face block should not be used in the HDO.
3. Dumpster enclosures should be of masonry construction.
    a. Exterior walls should closely match the primary exterior wall finish of the noncontributing building or brick in a complimentary color.
    b. Gates should be of heavy-duty metal.
    c. When possible, gates should not be visible from the public right-of-way.
    d. The walls of the enclosure should include a cap.

6 ALTERNATIVE MATERIALS IN THE HISTORIC DISTRICT OVERLAY

Use of Alternative Materials in the HDO

Alternative materials may be used on structures within the HDO under certain circumstances. Each resource within the HDO is different. Each has its own story, which is built upon its location, materials, age, architectural style and previous alterations. These differences play a role in determining the appropriateness of alternative materials. Evaluations of the use of alternative materials on resources within the HDO will be on a case-by-case basis. The reasons for approval or denial will be based on the individual situation of each application, including, but not limited to, the current condition of the existing material, type of alternative material proposed, and location and visibility of proposed alternative material; therefore, no approval or denial of a specific product sets precedent. Considerations for property owners who are selecting alternative materials for use on their building are provided at the end of this chapter.

Alternative materials proposed for use on contributing resources and historic accessory structures in the district will be evaluated through the following COA procedures for Contributing Resources and Historic Accessory Structures For these structures, what is being removed and replaced is as important as the material being proposed. The first step in the process is to determine if the existing historic material can be repaired or if replacement is necessary. Retaining historic materials is always the best practice, and staff is available to help determine if the historic material is salvageable, if it should be replaced in-kind, or if of the use of an alternative material is appropriate. If the property owner and staff determine that the historic material cannot be retained or replaced in kind, the following guidelines should be utilized to evaluate the specific alternative material being proposed for its replacement. Additional information regarding this step in the process can be found in the Procedures Guide.

In general, alternative materials are appropriate for use on noncontributing resources, but there remain factors that should be considered prior to selecting a material: Is the alternative material as durable as the material being replaced? And will the alternative material alter the appearance of the structure resulting in an impact to the character of the district? While the use of alternative materials on noncontributing resources requires a COA, the focus of the evaluation is on ensuring the use of

the new material does not detract from adjacent contributing resources and the overall district.

Note on Sustainability: While sustainability will not be a factor in decisions by staff and the HDRB, please note that historic buildings are inherently sustainable; their reuse retains the embodied energy in the existing building stock and the materials used in their construction are of higher quality than their modern counterparts. It is important to consider the environmental consequences of replacement materials: not only does the historic material end up in a landfill, thus losing the embodied energy, but many new materials require significant energy and resources to manufacture, transport, and install, and often have a shorter lifespan than their historic counterparts, thus entering into a shorter replacement cycle.

Use of Alternative Materials on Contributing Buildings and Historic Accessory Structures

Process Note: The following factors should be used by property owners, or their representative, as well as staff to determine the most appropriate steps forward when considering replacement of historic material. This decision is the first step in the COA process. A flow chart depicting the steps to take when considering replacement of historic material is available in the HDO Procedure Guide*.*

DETERMINING WHETHER HISTORIC MATERIAL SHOULD BE REPLACED

Is the historic material salvageable?

When historic materials are replaced, the integrity of the property is diminished; over time, if enough historic properties lose their historic materials, the integrity of the overall district is threatened. The HDO Procedure Guide explains what information the staff needs from the applicant to evaluate the materials proposed for replacement. Contact staff with any questions regarding the information in the Procedure Guide.

Guidelines: Determining The Appropriateness Of Alternative Materials For A Contributing Structure And Historic Accessory Structure

Process Note: The following guidelines form the basis for the staff or HDRB's approval of a COA. This decision is the second step in the COA process. Property owners, or their representatives, should employ these guidelines when selecting an alternative material for a COA application. Since new materials come onto the market every day, it is the applicant's responsibility to demonstrate that the new proposed material is appropriate for use on an historic building.

1. Do not replace historic character-defining* materials with alternative materials unless the following circumstances are present:
    - **a.** The historic material is no longer readily available.
    - **b.** Skilled craftsman capable of working with or installing the historic material are no longer available.
    - **c.** The historic material is inherently flawed.
    - **d.** Code-required alterations are required that result in the removal of historic materials.

*Note: Property owners should contact staff to determine if the proposed changes affect any **character-defining** historic features.

2. Utilize the following factors to evaluate alternative materials:
    a. Potential impact on historic integrity: The proposed alternative material should not impact the historic integrity of the resource or the overall district.
    b. Location: Alternative materials should not be discernible from the public right-of-way. The alternative materials on front and visible side elevations should appear the same as the original material.
    c. Appearance: In order to retain the historic appearance of a building, the new material should match the details and craftsmanship, as well as visual and physical qualities of the historic material (color, surface texture, surface reflectivity, finish, size/shape, profile).
    d. Durability and performance: The selected alternative material should be as durable as the historic material being replaced while remaining physically compatible with the remaining adjacent historic materials. The new material should have a demonstrated track record of performance over time to avoid entering a shorter cycle of replacement.

Use of Alternative Materials on Noncontributing Buildings and Non-Historic Accessory Structures

As stated in the introduction to this chapter, in general, alternative materials are appropriate for use on noncontributing resources, but there remain factors that need to be considered, such as durability and appearance. The questions surrounding the durability and appearance of the alternative material as regards impacts on the character of the property as well as the district, still need to be considered. While COA procedures are still followed for noncontributing resources, the focus is on the durability and the appearance of the alternative material.

Guidelines: Determining Whether A Particular Alternative Material Is Appropriate For A Noncontributing Structure And Non-Historic Accessory Structure

Process Note: *The following guidelines form the basis for the staff or HDRB's approval of a COA for alternative or new materials on noncontributing buildings. Property owners, or their representatives, should employ these guidelines when selecting an alternative material for a COA application. Since new materials come onto the market every day, it is the applicant's responsibility to demonstrate that the new proposed material is appropriate for use within the HDO.*

IS THE ALTERNATIVE MATERIAL APPROPRIATE?

The following factors form the basis for the guidelines employed by the staff or HDRB when determining whether and proposed alternative material is appropriate for use in a specific situation. Utilize the following factors to evaluate alternative materials:

a. Appearance: In order to retain the existing appearance of a building, the new material should match the details and craftsmanship, as well as visual and physical qualities of the historic material (color, surface texture, surface reflectivity, finish, size/shape, profile).

b. Durability and performance: The selected alternative material should be as durable as the historic material being replaced while remaining physically compatible with the historic material. The new material should have a demonstrated track record of performance over time to avoid entering a shorter cycle of replacement.

Considerations for Selecting Alternative Materials

The following Considerations for Alternative Materials should be used to evaluate alternative materials for both contributing and noncontributing buildings within the HDO. Since new materials come onto the market every day, it is the applicant's responsibility to demonstrate that the new proposed material is appropriate for use in the proposed application.

1. The new material should closely resemble the original material in key physical and visual characteristics.

- **a.** Establish the key visual and physical characteristics of the original material:
  - **i.** Size and shape
  - **ii.** Profile
  - **iii.** Composition/material
  - **iv.** Color and Finish (including surface reflectivity)
  - **v.** Texture
- **b.** Establish the key visual and physical characteristics of the proposed alternative material:
  - **i.** Size and shape
  - **ii.** Profile
  - **iii.** Composition/material
  - **iv.** Color and Finish (including surface reflectivity)
  - **v.** Texture

2. The new material should be structurally compatible with the remaining material.
    a. What is the chemical composition of the proposed alternative material?
    b. What is the thermal expansion and contraction coefficient of the proposed alternative material?
    c. Can the new material be anchored or installed in such a way that it does not damage the historic material?
    d. Is the new material stronger than the historic material? Will its installation increase the rate of deterioration of the historic material?
    e. Has the new system that incorporates the historic and alternative materials been designed so that material failures will occur within the new material rather than the historic material?
3. The new material should be as durable than the original.
    a. How long is the material estimated to last, assuming properly maintained?
    b. Does the long-term performance of the material match its estimated lifespan?
    c. How does the material perform in different climates?
    d. What other factors may impact the material's performance?

7 UNDERSTANDING HERNDON'S NONCONTRIBUTING RESOURCES

The following section outlines the types and styles of noncontributing resources found in the HPOD. These are a combination of buildings constructed within the period of significance that have lost integrity to the point that they are no longer considered historic and buildings that were constructed outside of the period of significance that are therefore considered modern. Since these buildings are located within the boundaries of the HPOD, they must still undergo design review to ensure any visible exterior changes do not negatively impact the overall character of the HPOD.

Residential Noncontributing Resources

Residential development outside of the period of significance includes primarily infill on empty or subdivided lots. Larger residential developments have also been inserted into vacant or reclaimed land within the district. Some noncontributing residential resources were constructed during the period of significance, but are noncontributing due to the loss of integrity over time.

Commercial Noncontributing Resources

Commercial development within the HPOD outside the period of significance primarily includes infill construction. Mid-century auto-centric strip developments were constructed on the edges of the commercial core just outside of the period of significance. A limited number of noncontributing commercial resources were constructed during the period of significance, but are not contributing to the district due to the loss of integrity over time.

Institutional and Civic Noncontributing Resources

Civic noncontributing resources within the boundaries of the HPOD include Herndon Municipal Center and Herndon Fire Station No. 4.

Architectural Styles

The following pages provide annotated examples of the most common noncontributing architectural styles found in Herndon's Heritage Preservation Overlay District. These are to be used as a general guide to help identify the most common features of each noncontributing style. For more information on these architectural styles, refer to the Virginia Department of Historic Resources' New Dominion Style Guide, which can be accessed on their website.

Common Residential Noncontributing Architectural Styles

1. Ranch
2. Split Foyer
3. Transitional
4. Neo-Eclectic (Victorian)
5. Neo-Eclectic (Colonial)
6. Neo-Eclectic (Craftsman)
7. Colonial Revival
8. Contemporary

Common Commercial And Institutional Noncontributing Architectural Styles

1. Postmodern
2. Commercial Vernacular
3. Colonial Revival

Other Noncontributing Architectural Styles Present

1. Split Level
2. Cape Cod
3. Commercial Contemporary
4. Minimal Traditional

8 TREATMENT OF NONCONTRIBUTING BUILDINGS

NONCONTRIBUTING RESOURCES

A noncontributing resource relates to and is part of the HDO, but does not contribute to the district's historic significance. A noncontributing resource:

- Was not constructed during the period of significance,
- Does not relate to the documented significance of the district,
- No longer retains its historic integrity (as outlined in the qualities listed above), due to significant alterations, additions, or other changes,
- And, does not independently meet the National Register criteria.

Noncontributing Resource Treatments

Noncontributing buildings and structures have relatively more relaxed design guidelines compared to contributing buildings because they were not built during the HDO's period of significance and, therefore, do not contain historic material. It remains important, however, to carefully consider the design of noncontributing resources to ensure that they do not adversely impact the integrity of the district, but rather, compliment the district through compatible design solutions.

Each building, whether contributing or noncontributing, is a product of a particular period of time. Herndon's HDO consists of buildings from the district's period of significance through to today. This continuum of architectural styles provides the HDO with a sense of authenticity and organic growth that is rare in the surrounding communities of Fairfax County and eastern Loudoun County. It plays an important role in establishing Herndon's image as a unique entity within Fairfax County. When making modifications to noncontributing structures care should be taken to not create a false historical narrative. Rather, use design features and enhancements from the architectural period and style of the noncontributing building or update it to a compatible but contemporary appearance.

Guidelines for Maintenance, Repair and Alterations to Noncontributing Resources

When the icon appears, it denotes guidelines that are for the property owner, Community Development staff and the HDO to apply during various stages of the COA process. These guidelines will be used by the property owner, builder or architect throughout the design process to ensure that the proposed modifications, alterations or additions conform to best preservation practices and meet these same guidelines which will be used by staff or the HDO when evaluating the project for COA approval. Community Development staff should always be contacted at the earliest stages of any project. The staff can provide guidance regarding interpretation of the guidelines and help the property owner or their design professional develop a design that meets the needs of the property owner while following the guidelines.

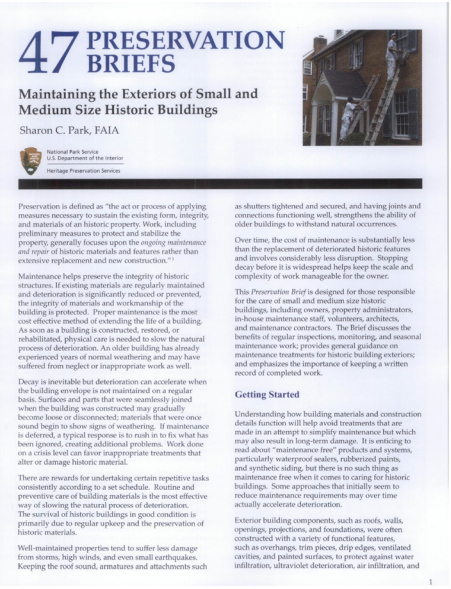
Process Note: *Many material replacements and design alterations require an approved COA. However, there may be exemptions and pre-approved replacements or alterations that can be completed without the need for a COA. For more info, refer to the HDO Procedure Guide and the HDO Pre-approved Changes Guide or contact staff.*

SOME WORDS ON MAINTENANCE

Regardless of the age of a building, maintenance is a constant and on-going process. Proper maintenance extends the natural life of building materials, and thus reduces financial outlay in the long run. A proper cyclical maintenance plan helps identify early signs that a building material is nearing the end of its lifespan, enabling the owner time to plan for replacement of materials and avoiding secondary damage to the building.

Property owners should utilize a maintenance checklist to track materials, features, and conditions, as well as to record any repair or renovation project; a sample checklist has been provided in Appendix 10. While noncontributing buildings are not historic, the National Park Service's Preservation Brief No. 47, Maintaining the Exterior of Small and Medium Size Historic Buildings provides excellent general information helpful to all HDO property owners. Brief No. 47 notes that most exterior elements of buildings and structures should, at a minimum, be inspected on an annual basis. To learn more about maintaining your building, check the maintenance recommendations in Chapter 5 on page 40. While Chapter 5 concerns contributing structures, the general maintenance information will help any owner wishing to maintain their structure in good order and forestall more significant repair costs.

Given the less stringent approached towards the treatment of noncontributing buildings, the guidelines within this Chapter focus on material replacement, design alterations, additions, and accessory structures, and site features to ensure changes to these resources do not negatively impact the historic character of the district.


47 PRESERVATION BRIEFS

Maintaining the Exteriors of Small and Medium Size Historic Buildings

Sharon C. Park, FAIA

National Park Service
U.S. Department of the Interior
Heritage Preservation Services

Preservation is defined as "the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the *ongoing maintenance and repair* of historic materials and features rather than extensive replacement and new construction."[1]

Maintenance helps preserve the integrity of historic structures. If existing materials are regularly maintained and deterioration is significantly reduced or prevented, the integrity of materials and workmanship of the building is protected. Proper maintenance is the most cost effective method of extending the life of a building. As soon as a building is constructed, restored, or rehabilitated, physical care is needed to slow the natural process of deterioration. An older building has already experienced years of normal weathering and may have suffered from neglect or inappropriate work as well.

Decay is inevitable but deterioration can accelerate when the building envelope is not maintained on a regular basis. Surfaces and parts that were seamlessly joined when the building was constructed may gradually become loose or disconnected; materials that were once sound begin to show signs of weathering. If maintenance is deferred, a typical response is to rush in to fix what has been ignored, creating additional problems. Work done on a crisis level can favor inappropriate treatments that alter or damage historic material.

There are rewards for undertaking certain repetitive tasks consistently according to a set schedule. Routine and preventive care of building materials is the most effective way of slowing the natural process of deterioration. The survival of historic buildings in good condition is primarily due to regular upkeep and the preservation of historic materials.

Well-maintained properties tend to suffer less damage from storms, high winds, and even small earthquakes. Keeping the roof sound, armatures and attachments such as shutters tightened and secured, and having joints and connections functioning well, strengthens the ability of older buildings to withstand natural occurrences.

Over time, the cost of maintenance is substantially less than the replacement of deteriorated historic features and involves considerably less disruption. Stopping decay before it is widespread helps keep the scale and complexity of work manageable for the owner.

This *Preservation Brief* is designed for those responsible for the care of small and medium size historic buildings, including owners, property administrators, in-house maintenance staff, volunteers, architects, and maintenance contractors. The Brief discusses the benefits of regular inspections, monitoring, and seasonal maintenance work; provides general guidance on maintenance treatments for historic building exteriors; and emphasizes the importance of keeping a written record of completed work.

Getting Started

Understanding how building materials and construction details function will help avoid treatments that are made in an attempt to simplify maintenance but which may also result in long-term damage. It is enticing to read about "maintenance free" products and systems, particularly waterproof sealers, rubberized paints, and synthetic siding, but there is no such thing as maintenance free when it comes to caring for historic buildings. Some approaches that initially seem to reduce maintenance requirements may over time actually accelerate deterioration.

Exterior building components, such as roofs, walls, openings, projections, and foundations, were often constructed with a variety of functional features, such as overhangs, trim pieces, drip edges, ventilated cavities, and painted surfaces, to protect against water infiltration, ultraviolet deterioration, air infiltration, and

1

The National Park Service's Preservation Brief #47, "Maintaining the Exterior of Small and Medium Size Historic Buildings" — Click the image to download the PDF

SPECIFIC BUILDING ELEMENTS

The following chapter outlines the building elements and materials found on noncontributing buildings in the HDO, and provides guidelines for appropriate treatment of these features.

These guidelines are provided for applicants and design professionals to help direct the design of proposed modifications to noncontributing resources, and for town staff and the HDRB to use as the basis for the review of COAs. Always keep in mind that modifications and alternative materials should never be used to create a false historical narrative.

Roofs

Roofs are highly visible exterior features. Roof lines vary and roofs are clad in a variety of materials, each of which has its own visual character; materials range in shape, size, color, profile, pattern, and texture. Roofs on noncontributing resources in the HDO should not distract or detract from the overall character of the district.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. Roofs should be replaced in-kind or with an alternative material that is compatible with the district.
   a. If a change of material is proposed, refer to alternative materials for noncontributing buildings, found in Chapter 6.
   b. Colors should complement the color of the structure and reflect traditional roof colors found in the district for the particular type of material.
2. Replacement roofing materials should not impact the roof design, including elements such as pitch or roof components such as the eaves. If changes to the roof design are proposed, the Guidelines for Roof Design Changes apply.
3. Consideration should be given to existing roof accessories and whether they will be retained, replaced, or removed.

DESIGN CHANGES

Roof Form Guidelines

1. Changes to roof form should be compatible with the existing structure in style, size, scale and massing. Changes to roof form should not detract from the HDO due to excessive size, scale or mass.
2. For changes to the roof form to accommodate a proposed addition, the Guidelines for Additions to Noncontributing Buildings found on page 102 apply.
3. If the modification extends to replacement of more than 49% of the existing roof structure, then guidelines for new construction and demolition may apply.

Roof Features

DORMERS:

1. New or modified dormers should be compatible with the massing, scale, and materials of the structure.
   a. New dormers should not extend above established roof ridges, and should be scaled correctly for the building.
   b. The massing, scale, and materials of new dormers should not detract from the HDO.

Dormers on noncontributing building

c. If an alternative material is proposed, refer to alternative materials for noncontributing buildings, found in Chapter 6.

d. New dormers should reflect the symmetry or asymmetry of the structure.

GUTTERS AND DOWNSPOUTS:

1. Gutters and downspouts should be appropriate to the style of the structure.

2. Gutters and downspouts should be compatible with each other in design, material, composition, size, and color.

3. Vinyl gutters and downspouts should not be located on the façade or any elevation which is visible from the public right-of-way.

ROOF EAVES:

1. Alterations to roof eaves should be avoided, but the addition of eaves to provide some protection from the elements may be appropriate if the alteration reflects the scale and architectural style of the structure.

ROOF-MOUNTED EQUIPMENT:

1. Limit new features, penetrations and surface mounted utilities, such as HVAC units and satellite dishes, on roofs. When necessary, place roof-mounted equipment on portions of the roofs that have limited to no visibility from the public right-of-way.

Gutters and downspouts on noncontributing residence in Herndon

Exterior Walls, Foundations, and Chimneys

Like a roof, the exterior wall materials and finishes are part of the building's skin and protect it from the elements. The wall materials and finishes of a building are also critical to define the building's architectural style and convey the period of construction. The details and finishing of the exterior wall material can create surface texture that reinforces the building's style and impart visual interest. The exterior wall materials and finishes of a noncontributing building should be compatible with the architectural style of the building as well as materials found within the district.

For noncontributing buildings this section also includes guidelines for chimneys and foundations. Chimneys are common features on noncontributing buildings throughout the HDO. The shape of the chimney usually reflects the style of the building. Many noncontributing buildings built during the last decades of the 1900s and up to today have employed zero-clearance fireplaces. Although these manufactured fireplaces do not require a masonry chimney, within the HDO chimneys that are not masonry or clad with masonry are not appropriate. Venting of manufactured fireplaces should be accomplished without the use of a chimney unless the chimney is clad with brick or stone.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. Exterior wall materials should be replaced in-kind or with an alternative material that is compatible with the district. New materials should not detract from the overall appearance of the building or the HDO.
    a. If a change of material is proposed, refer to alternative materials for noncontributing buildings, found in Chapter 6.
2. For wall material changes that may impact windows, doors, chimneys, and other building features, refer to the other appropriate Guidelines within this chapter.
3. If wall material changes may impact more than just the surface material of the existing wall, such as changes in wall plane depth, the Guidelines for Exterior Wall Design Changes on the following page apply.
4. Chimneys and exposed foundations should be constructed of or clad in stone or brick.
    a. Alternative materials replicating stone or brick should be evaluated based upon the guidance for alternative materials found in the noncontributing section of Chapter 6.

DESIGN CHANGES

1. Changes to wall planes should not detract from the overall appearance of the building or the character of the HDO.
    a. Changes to wall planes should be compatible with the existing building in size, scale and mass of the building.
    b. Changes to exterior wall solid-to- void ratios and patterns should reflect the scale, mass, symmetry or asymmetry and architectural style of the building that maintains a cohesive appearance in keeping with the character of the district.
2. If the alteration represents the deletion, addition, or change in shape or size of a window or door, the Guidelines for Windows and Doors found on the next page apply.
3. When the alteration is to expand the footprint of the building or add floor area, the Guidelines for Additions to Noncontributing Resources on page 102 apply.
4. Chimneys should not detract from the overall appearance of the building or the HDO.
    a. The scale, mass and shape of a new chimney should be appropriate to the style of the building.
5. Flues for manufactured fireplaces should not detract from the HDO.
    a. Flues should be screened unless located on a rear elevation not visible from the public right-of-way.
    b. Flues for manufactured fireplaces should not extend up the exterior side of the building unless enclosed within a masonry clad chimney of a mass, scale and style appropriate to the building.
    c. Changes to the wall plane to accommodate the flue should not extend above the 1st story of the building should not be located on front elevations or side elevations facing the public right-of way, and should be clad in material matching the surrounding wall plane.
6. If the modification proposed to the exterior wall extends to replacement of more than 49% of the existing walls of the building, then guidelines for new construction and demolition may apply.

Windows and Doors

The size, type, function, and configuration of windows and doors are important aspects of a building's character. New windows and doors proposed for noncontributing buildings should be in keeping with the architectural style of the building and those in the HDO.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. Windows and doors should be replaced in-kind or with an alternative material that is compatible with the district. New materials should not detract from the overall appearance of the building or the HDO.
    a. If a change of material is proposed, refer to alternative materials for noncontributing buildings, found in Chapter 6.
2. Replacement windows and doors should complement the architectural style of the building.
3. Glass should be clear. Decorative elements or frosting may be employed when consistent with the architectural style of the building.
4. For replacement windows with multiple panes of glass, simulated divided lights with dimensional muntins or grills on the exterior of the glass should be used.

DESIGN CHANGES

1. New or modified windows and doors openings should be compatible with the building's scale, architectural style, façade composition, form, and existing patterns of fenestration.
2. New or modified windows and doors openings should not detract from the overall proportions of the building and should be compatible with the HDO.
3. Existing shutters should be replaced with matching shutters or an alternative shutter design that is appropriate to the architectural style of the building.
    a. In some instances, the removal of shutters may improve the architectural compatibility of the windows.

Porches and Exterior Woodwork

As with contributing buildings, noncontributing building character is often defined by the use and design of features such as porches, decks, and other exterior woodwork. The location, size, materials, and decorative detailing of these building features combine to create the overall appearance of a noncontributing building, and its ability to appropriately fit within the context of the HDO.

Many features included within this category are traditionally comprised of wood. For noncontributing buildings, some of the existing “woodwork” may not actually be made of wood. Other products that may appear on noncontributing buildings may include vinyl, aluminum, or PVC products; these materials may be original to the construction of the building, and should therefore be allowed to be replaced in-kind.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. Porch elements and other woodwork should be replaced in-kind or with an alternative material that is compatible with the district. New materials should not detract from the overall appearance of the building or the HDO.
    a. If a change of material is proposed, refer to alternative materials for noncontributing buildings, found in Chapter 6.
2. Replacement materials should complement the design of the building.

DESIGN CHANGES

1. Porches located on primary elevations should not be enclosed.
2. When screening is appropriate, it should be set within the interior of the porch and any framing should be aligned behind the porch columns and railing to limit the visual impact of the screening.
3. Porches and woodwork can be added or altered in other ways when the following criteria is applied:
    a. The changes reflect the architectural style and period of the building.
    b. The changes are compatible with the building’s scale, shape, forms, façade composition, and materials.
    c. The changes do not create a false historical narrative.

Storefronts, Awnings, and Canopies

Storefronts are often the most character defining feature of a commercial building. The design and details of storefronts and other commercial façade elements are intrinsically important to the business within and to the surrounding business district. Due to the proximity of noncontributing commercial buildings to contributing commercial buildings in the HDO, noncontributing buildings play a significant role in the visual cohesion of the commercial area. When making modifications to noncontributing resources care should be taken to not create a false historical narrative. Rather, use design features and enhancements from the architectural period and style of the noncontributing building, or a later style that is appropriate to the size, scale, and use of the existing building.

Due to the close proximity of pedestrians and vehicles to storefronts in the HDO, the appearance of materials remains important. Materials must be authentic in appearance at a very close range, and provide detail and texture. Durable materials allow the building and the commercial district the ability to retain a well-maintained appearance.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. Storefront elements should be replaced in-kind or with an alternative material that is compatible with the district. New materials should not detract from the overall appearance of the building or the HDO.
    a. If a change of material is proposed, refer to alternative materials for noncontributing buildings, found in Chapter 6.
2. Replacement storefront materials, including those associated with awnings and canopies, should offer the same general appearance as the existing storefront materials, or materials that more appropriately reflect the architectural style of the building, provided that the following criteria are met:
    a. Replacement materials should not be used to create a false historical narrative.
    b. Replacement materials should reflect the form and scale of the existing building.
    c. Replacement materials should provide an authentic unit measurement or scale that reflects traditional HDO materials and pedestrian orientation.
    d. New glass should be clear without any reflective qualities that limit visibility into the interior space. Avoid any tinting or glazing meant to reflect light. Awning or canopies can instead be used to manage glare.

e. Awnings and canopies should be of weather resistant fabric or metal. Do not use vinyl or other plastic material.

DESIGN CHANGES

1. Storefronts may be added, deleted, or altered in other ways when the following is met:
   - **a.** The changes are consistent with the architectural style of the building.
   - **b.** The changes do not detract from the HDO.
   - **c.** The changes do not create a false historical narrative.
   - **d.** Enhancements to very utilitarian or plain storefronts should continue to reflect the simplicity of the building's form.
2. Storefront design changes should incorporate locations for signage that reflect the appropriate sign design guidelines and regulations for signs.
3. New or modified window and door openings should be compatible with the building's scale, architectural style, façade composition, form, and existing patterns of fenestration.
4. New or modified window and door openings should not detract from the overall proportions of the building and should be compatible with the HDO.
5. When the alteration expands the footprint of the building or adds floor area, Guidelines for Additions to Noncontributing Resources on page 102 apply as well.
6. If the modification extends to replacement of more than 49% of the existing roof structure, then guidelines for new construction and demolition may apply.
7. Awnings and canopies should align with the size, scale and style of the storefront and associated doorways and fenestration.
8. Lighting for awnings and canopies should be provided by an exterior light source using appropriate concealment of conduits and other electrical hardware. The light source should be shielded to avoid pinpoint glare.

New Additions

When designing additions to noncontributing buildings, ensure that the proposed addition meets all town zoning and engineering requirements. While the addition does not have to adhere to the architectural style of the existing building, new additions to noncontributing buildings should not result in scale, massing, form, or proportions that are incompatible with the existing building or the district.

Guidelines For New Additions

1. Proposed additions that remove more than 49% of the exterior walls and/or roof require a new construction and demolition COA.
2. The proposed addition(s) should not overpower the form or change the scale of the existing building to avoid impacting the character of the HDO.
3. The scale, massing and design of the roof should reflect the scale and style of the addition and should not detract from the existing building.
    a. If the addition and the existing building share a similar roof form, the slope and massing of the addition's roof should reflect the roof slope and massing of the existing building.
    b. The scale, massing, design and materials of the roof should not detract from the original building or the character of the HDO.
    c. If the proposed addition(s) removes, modifies or connects to the roof of the existing building, new roof connections should be below the peak of the existing roof.
    d. The scale of proposed dormers should reflect the scale and massing of the addition and the existing building.
    e. Proposed dormers should be sized and located so that portions of roof visually frame the sides and top of the dormer as well as the base of the dormer unless the dormer breaks the eaves of the building.
    f. Dormers should not detract from the character of the existing building or of the HDO. They should generally reflect the architectural style of the associated building.
4. The exterior wall material and finish of the proposed addition should complement that of the existing building and not detract from the character of the HDO.
    a. Alternative materials should be evaluated based upon the guidelines for noncontributing resources found in Chapter 6.
5. On building elevations visible from the right-of-way, exposed foundations should not exceed 2 feet in height or the height established by the existing building, whichever is less.
    a. The appearance of exposed foundations should match that of the existing building.

6. If an alternative architectural style is employed in the design of the addition, it should complement the noncontributing building in its form and scale.

- **a.** Alternative architectural styles should reflect the architectural style of the original building or later architectural periods and not attempt to create a false historical narrative.

7. The style of the proposed windows and doors, including framing and lite arrangement, should reflect the architectural style and scale of the addition.

- **a.** For windows consisting of multiple panes of glass, simulated divided lites should have dimensional muntins or grills on the exterior of the glass.
- **b.** Glass should be clear unless decorative elements or frosting are employed consistent with the architectural style of the addition.

8. The exterior size, shape, form and materials of new chimneys should reflect the architectural style of the addition.

- **a.** Chimneys should be constructed of or clad in natural stone or brick.
- **b.** The scale, mass and form of a new chimney should be appropriate to the style of the building.
- **c.** Chimneys and flues should not detract from the overall appearance of the building or the HDO.
- **d.** Flues should be screened unless located on a rear elevation not visible from the public right-of-way.
- **e.** Flues for manufactured fireplaces should not extend up the exterior side of the building unless enclosed within a masonry clad chimney of a mass, scale and style appropriate to the building.

9. Second story additions to existing buildings are generally not appropriate unless they can meet the following criteria:

- **a.** The massing, scale, and form of the addition does not visually overwhelm the existing building.
- **b.** The massing, scale, and design of the addition does not negatively impact the character of the HDO.

Modern Accessory Structures Associated with Noncontributing Primary Buildings

Accessory structures in the HDO range from small garden sheds to barns and detached garages. This section provides guidance for the treatment of existing noncontributing and new accessory structures that are or will be associated with noncontributing primary buildings. In Herndon, some accessory structures, dating to the HDO's period of significance, are associated with noncontributing primary buildings. Guidelines related to the treatment of historic accessory structures can be found in Chapter 5 on page 77.

The zoning ordinance regulates where accessory structures are permitted to be located. As with any alternation to the footprint of an existing structure, or addition of a new structure on a property, town staff should be contacted to determine what zoning regulations govern the location of the feature.

Guidelines For Alterations To Modern Accessory Structures

1. If the modification extends to replacement of more than 49% of the original accessory structure, then guidelines for new construction of an accessory structure associate with a noncontributing primary building apply.
2. Modifications or alterations to an existing accessory structure should not detract from the character of the HDO.
3. Modifications to an inappropriate existing accessory structure should make the accessory structure more appropriate for the existing primary building and the HDO.
4. Proposed alternative materials should be evaluated based upon the guidelines found in Chapter 6 for noncontributing resources.

Site Features

Site refers to the property surrounding the building, including the building itself, landscape (trees, shrubs, lawns and planting beds) and hardscape (walkways and driveways) and secondary structures (arbors, walls, fences, and dumpster enclosures).

Site features on properties with noncontributing primary resources are generally appropriate provided that the meet zoning regulations and do not adversely impact the character of the district, but rather complement the district. Site features that are not visible from the public right-of-way are exempt from COA process and procedures except for dumpster enclosures. Landscaping changes are exempt from COA requirements, so they have not been addressed.

Guidelines For Site Features

HARDSCAPING

Hardscape that is less than a foot tall when measured from original grade is exempt from the COA process, but there are zoning regulations that govern the amount and location of hardscape. For more information regarding these regulations contact staff. The following guidance is to be followed if the hardscape exceeds 12” in height.

1. Driveways and drive aisles should be situated on one side of a building and provide access to rear parking lots.
2. When installing new hardscaping, the following materials are appropriate: ribbon paving, gravel or pebble, brick, stone pavers, and concrete. The Zoning Ordinance does not permit gravel or pebble surfaces for parking areas and driveways. Contact staff regarding zoning regulations governing the pavement of parking areas and driveways.
3. Where parking is located adjacent to sidewalks and streets, provide landscaping or other screening as a visual buffer between parking areas and sidewalks to maintain the character of the historic streetscape.

FENCES, HEDGES, AND WALLS

A COA is required for fences, walls, and retaining walls that are over a foot in height when measured from original grade. Pre-approved fencing options are available. Check the Pre-Approved COA List of items and contact staff for administrative approval. The Zoning Ordinance governs the maximum height and location of these features.

1. When visible from the public right-of-way, fencing and the facing of walls and retaining walls should consist of the traditional materials of wood, brick, metal or stone to be compatible with the district.

a. If a change of material is proposed, refer to alternative materials for noncontributing buildings, found in Chapter 6.

b. Vinyl, concrete block, split-face block and split-rail fencing should not be used in the HDO when the site feature is visible from the public right-of-way.

c. Chain-link fences are not permitted by the Zoning Ordinance, although existing chain-link fencing may be repaired and replaced in-kind.

d. Temporary fencing in place for one year or less is exempt from COA requirements.

DECKS, PATIOS AND OTHER INSTALLED SITE STRUCTURES

Decks and patios one foot or less in height from original grade are exempt from the COA process unless they have associated features such as foundations, railings and walls that exceed one foot in height.

1. Decks, patios and other installed site structures (e.g. arbors, pergolas, constructed barbeques and fireplaces) visible from the public right-of-way should be constructed of traditional materials (wood, brick, metal or stone) to be compatible with the district.

a. Site structures, such as decks, that are constructed of wood should be painted or finished with an opaque stain.

b. Vinyl, concrete block, and split-face block should not be used in the HDO when the site feature is visible from the public right-of-way.

UTILITY AND MECHANICAL SITE FEATURES

This category includes site features such as fuel tanks, gas and electrical meters, satellite dishes/antennae, exterior mechanical units and associated screening, and dumpster or trash can enclosures. Pre-approved fencing options may be appropriate for screening these features. Check the Pre-Approved COA List of items and contact staff for administrative approval. Dumpster enclosures associated with commercial properties require a site plan revision and are subject to COA process regardless of location.

1. All conduit, piping, cabling, junction boxes, and other appurtenances should be installed in a manner that is not visible from the public right-of-way.

2. Screens for utility and mechanical site features, visible from the public right-of-way, should be made of traditional materials of wood, brick, metal or stone to be compatible with the district.

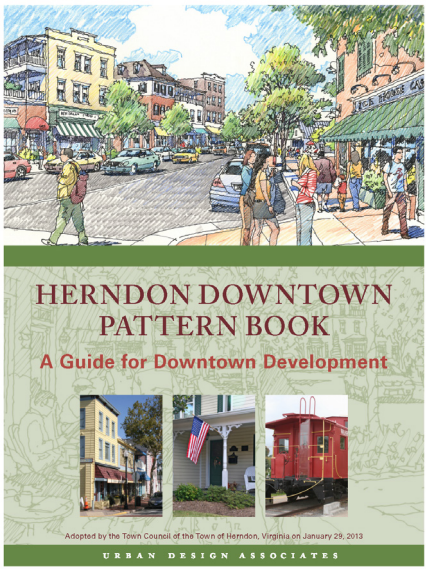
a. If a change of material is proposed, refer to alternative materials for noncontributing buildings, found in Chapter 6.

b. Vinyl, concrete block and split-face block should not be used in the HDO.

3. Dumpster enclosures should be of masonry construction.

- **a.** Exterior walls should closely match the primary exterior wall finish of the noncontributing building or brick in a complimentary color.
- **b.** Gates should be of heavy-duty metal.
- **c.** When possible, gates should not be visible from the public right-of-way.
- **d.** The walls of the enclosure should include a cap.

9 GUIDELINES FOR NEW CONSTRUCTION



The Herndon Downtown Pattern Book: A Guide for Downtown Development. Click the image to download the document.

New Construction Guidelines for Non-Residential Buildings and Single Family Attached Residential

Design guidelines for new construction of commercial, institutional, multi-family, single-family attached houses, and mixed-use buildings are located in the Downtown Herndon Pattern Book, as adopted by the Town Council. The HDRB may also use the Downtown Pattern Book for design guidance when evaluating COAs for new construction of non-residential and single-family attached development in areas within the HDO, but outside the downtown.

NEW CONSTRUCTION GUIDELINES FOR SINGLE-FAMILY DETACHED RESIDENTIAL

The following guidelines are for new single-family detached residential construction in the HDO.

Herndon's historic residential neighborhoods convey a classic small-town neighborhood appearance and unique sense of place. To retain and enhance the appeal of the historic district, new residential buildings must be carefully planned and designed to maintain the historic character of the district and not distract from it. Adherence to the following guidelines is critical to ensure that new construction within the HDO is consistent with the location, setback, scale, massing, height, and form of the HDO's historic (contributing) resources.

When it comes to infill construction, the design guidelines stress that the overall massing, scale, shape, fenestration, orientation, and siting of the building should be compatible with that of other buildings in the streetscape. However, replication of historic detailing is not recommended since the Secretary of the Interior's Standards for Rehabilitation prohibit the creation of a false sense of history. The attributes mentioned below under the categories *Siting a New Building* and *Establishing the Building's General Shape and Size* are important to helping a building fit into the streetscape.

As stated in the Guidelines below, new houses should reflect the size and scale of the contributing resources in the HDO, but with simpler forms. Larger houses should break up the wall planes and forms to better reflect a scale and mass appropriate with the surrounding contributing resources. Forms based upon house styles from other regions, which are not found within the HDO, are not appropriate and should be avoided. For a better understanding of the forms found within the HDO refer to Chapter 4.

These guidelines are provided for applicants and design professionals as a guide to help direct the design of their proposed building, and town staff and the HDRB to use as the basis for the review of COAs.

Process Note: *When planning a new building in the HDO, owners, architects, developers, and designers should contact staff during the earliest stages of conceptualization to ensure that the building reflects the guidelines and meets zoning requirements. The HDO Procedure Guide provides additional information regarding the application process and required materials.*

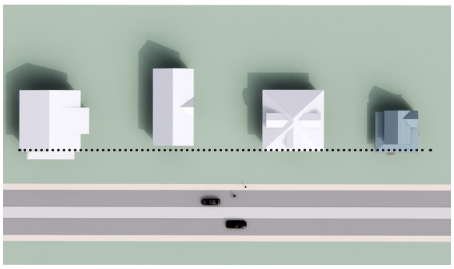
Guidelines For New Construction Of Single-Family Detached Residential

SITING A NEW BUILDING

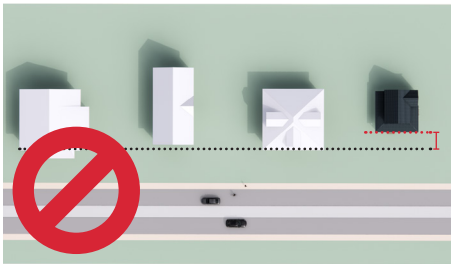
1. New buildings should be positioned in a manner that is consistent with contributing buildings on the same block in order to retain the historic character, pattern, and rhythm of the streetscape.
   - **a.** Match the building orientation and building separation from the street established by the historic buildings on the street.
   - **b.** Maintain the rhythm of buildings along the street by maintaining consistent front, side, and rear yard setbacks established by the historic buildings on the street.
2. Parking should be oriented to the side and rear of the lot. Parking should not be located in the front yard.
3. Impacts to existing traditional streetscape features, including topography, old growth trees, and other significant site features should be avoided.
4. HVAC and other mechanical equipment should be located on the ground and in locations that are not visible from public streets.

ESTABLISHING THE BUILDING'S GENERAL SHAPE AND SIZE

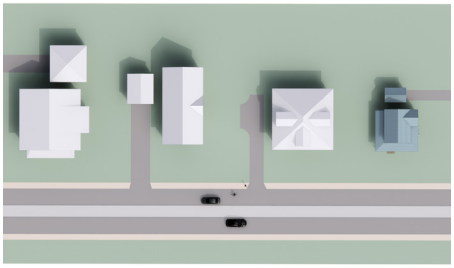
1. New buildings should be designed for consistency with overall massing and scale of historic buildings within the HDO, particularly those on the same block as the new building. Building dimensions and complexity of form help to define the massing and scale of a building:
   - **a. Building Dimensions**
     - **i.** The established building height from finished grade to roof ridge should be no greater than a 10% deviation from the minimum/maximum of the adjacent historic buildings on the block, subject to compliance with the zoning ordinance.
     - **ii.** The distance between the existing grade (pre-development) and the first-floor height of new buildings should be limited to two feet or less on facades visible from the street, unless a high foundation wall is a prevalent feature of historic buildings on the block.
     - **iii.** The width and length of the building should take into consideration the shape of the lot and any consistent historic building shapes and sizes on the block.



A new building, to the right, appropriately aligned with the existing buildings along the block

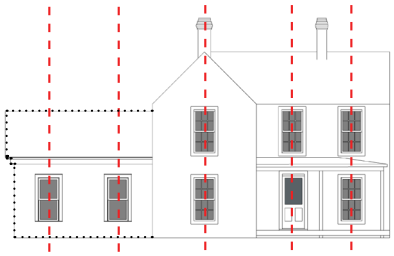


A new building, to the right, inappropriately set back from the existing buildings along the block



Various appropriate parking locations to the side or rear of the principle building.

No greater than 10% deviation in height from adjacent buildings.



Openings of additions should match the rhythm of the historic building

iv. The new building should be consistent in orientation and proportion with the prevailing historic building dimensions on the block particularly and the HDO generally.

b. Complexity of Form

i. While the overall shape of a roof can be simple or complex, symmetrical or asymmetrical, large roof forms should be visually managed with the use of cross gables, dormer windows, secondary roofs at lower heights, and similar features and techniques as needed in order to complement historic roof forms on the same block, without creating a false sense of history.

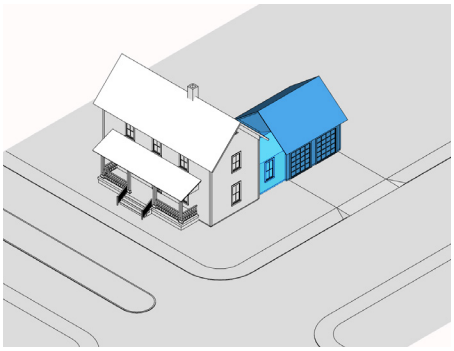
ii. Houses should reflect the size and scale of the contributing resources in the HDO, but with simpler forms. Larger houses should break up the wall planes and forms to better reflect a massing and scale appropriate with adjacent contributing resources.

iii. While the introduction of more complex forms should be used to improve the overall massing and scale of new construction, excessive complexity should be avoided.

INCORPORATING ARCHITECTURAL FEATURES

1. New residential buildings should be compatible in style to the HDO's historic houses, yet differentiated from the historic buildings.
   - **a.** New residential buildings should not seek to mimic historic styles and should be easily identified as modern insertions within the streetscape. Avoid creating a false sense of history by replicating or matching historic styles.
   - **b.** New residential buildings should incorporate modern elements and materials in a manner that is consistent with the surrounding district.
2. Building exteriors should not be based upon interior layouts. Exterior roof forms, window locations and sizes, and other exterior features such as porches should be designed and then the interior space programmed to work with the architecture.
3. The rhythm, pattern, size, and design of window details should reflect traditional units seen in historic buildings within the district.
   - **a.** Simulated divided lite windows are necessary to create the appearance of realistic muntins.
   - **b.** Windows should be aligned horizontally and vertically across the front and side elevations and use consistent window sizes and designs. Within architectural bays windows should be horizontally aligned.
   - **c.** Windows should be recessed on masonry buildings and raised trim should surround windows on frame buildings.
   - **d.** Window materials should reflect the same visual qualities of wood such as size, scale, finish, and profile.

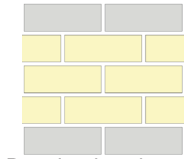
4. Chimneys incorporated into new construction should be designed to appear as full working wood-burning chimneys by cladding the chimney in either brick or stone veneer; do not clad chimneys in siding.
5. Architectural features such as porches, details such as eaves and trim, and wall openings (windows/doors) should be used to define the massing and scale of a building; these features should be simplified versions of those seen within the adjacent streetscape so that new construction within the district is identifiable as a modern insertion.
6. Garages should not be attached to the primary building unless the shape and size of the lot prohibits the use of a detached garage.
    a. If space limitations necessitate the use of an attached garage; it should be placed in the rear yard behind the house and attached with a hyphen or breezeway.
    b. If space constraints do not allow the use of a hyphen or breezeway, the garage should be integrated into the principal house form in a manner that fully hides the garage and does not create any forms or massing that disrupt the appropriate scale of the house.
    c. When integrated into the house, do not use front-loaded garage doors.



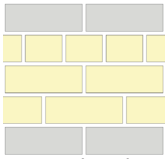
Garage (dark blue) located behind the principle building, connected by an architectural hyphen (light blue)

INCORPORATING EXTERIOR MATERIALS

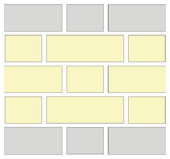
1. Materials used commonly during the HDO period of significance and modern materials designed to accurately mimic those historic materials in texture, profile, reflectivity, and other visual factors should be used on new construction.
2. Modern materials with a plastic appearance or composition, materials that cannot offer a scale, profile, and finish to mimic the appearance of a historic material, and modern materials with poor durability should not be used. For example, vinyl and EIFS are generally not appropriate materials for any exterior component due to quality and durability concerns. Refer to Chapter 6 for information on selecting an appropriate alternative material for use on new construction.
3. Modern materials used in applications that traditionally were wood, should be painted and be cut and installed in a manner similar to wood. These materials should share the same visual characteristics of wood such as size, scale, finish, and profile.
4. Roof cladding should be durable. Primary and secondary roofs may have different cladding materials.
5. The primary cladding materials should be used on all sides of the house.
    a. For houses proposed with horizontal lap siding, use cedar (or similar hardwood) or fiber cement boards. Fiber cement boards should not have a raised woodgrain texture.
    b. For houses with stucco, brick, or other traditional masonry material as the primary cladding material, the pattern, course, and texture should appropriately reflect the traditional application of those materials.



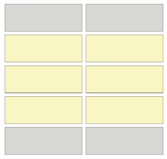
Running bond



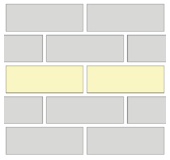
Common bond



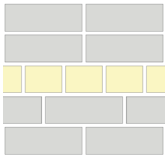
Flemish bond



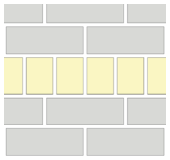
Stacked bond



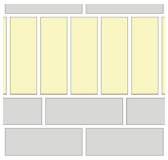
Stretcher course



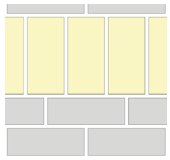
Header course



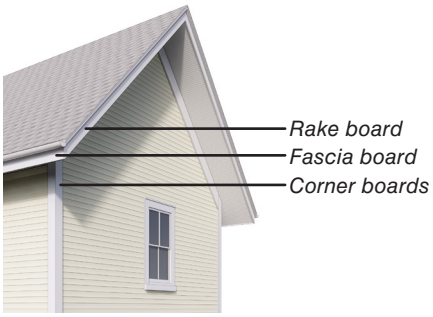
Rowlock course



Soldier course



Sailor course



Trim appropriate for house clad in siding

c. Cladding materials may be mixed with a primary (field) and secondary (accent) material. This approach may be used to add visual interest and ornamentation to the facades and to reinforce the architectural style of the house.

d. Exposed foundations should be clad in stone or brick.

6. Trim should be an appropriate size, profile, and located to reflect the architectural style of the house.

a. Use fascia, rake, and corner boards on houses with siding.

b. Use window trim with sills and headers on house with siding, and sills and lintels on masonry clad houses.

7. Light fixtures, shutters, and other decorative features should be an appropriate size and style to reflect the architectural style of the house.

a. Visible components of a light fixture should be metal and not plastic.

b. Shutters should be installed to appear operable.

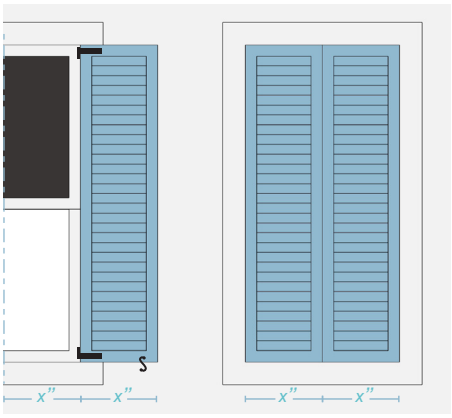
i. Shutters should be installed on the window frame rather than the exterior wall.

ii. Even if fixed, shutters should be sized appropriately for the window opening so they would adequately cover and protect the window if they were closed.

Brick lintel and sill made of stone, cast stone, concrete, or wood. Lintels should extend at least 4" beyond the edge of the masonry opening.

Brick lintels can be as simple as a single soldier course supported by a steel lintel behind. Other appropriate brick lintels include arches and jack arches. Brick sills are typically a single sloped rowlock.

Raised trim should surround windows in walls clad in siding.



Shutters, fixed or operable, should align with the edge of the window frame, and be sized to cover half of the window opening. Shutter dogs hold shutters open against the wall.

iii. Shutters should be painted wood or a durable modern material that replicates wood in that it shares the same visual characteristics of wood such as finish and profile. Plastic should not be used.

iv. Appropriate shutter hardware to include hinges, latches, and shutter dogs should be used.

New Construction of Accessory Structures

Accessory structures typically found in Herndon include barns, sheds, and detached garages. With the exception of a few more highly designed and detailed examples, the majority of accessory structures in the HDO are simple in form and detail, reflecting the utilitarian function of these resources. The remaining historic accessory buildings provide a visual legacy of Herndon's rural past.

New accessory structures should retain the patterns established by the remaining historic accessory structures. While the Town of Herndon Zoning Ordinance regulates the size and location of accessory structures, additional care in sizing and locating accessory structures within the HDO is necessary to ensure that they do not detract from the character of the district. Particular care is necessary when the new accessory structure will be located on a contributing property. Accessory structures that are sited in such a way that they are not visible from the public right-of-way do not require review.

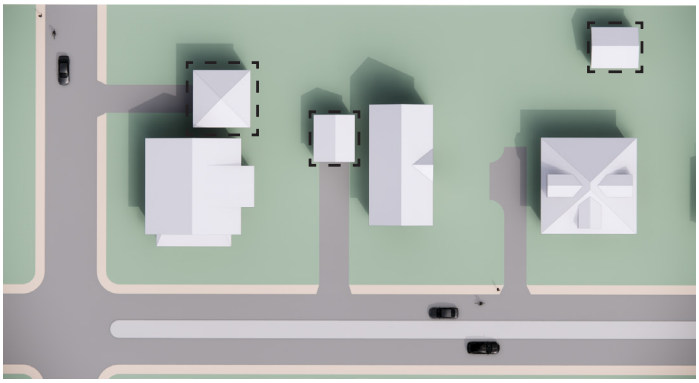
These guidelines are provided for property owners and design professionals as a guide to help direct the design of their proposed accessory structure, and town staff and the HDRB to use as the basis for the review of COAs.

Process Note: *For more info, regarding the application process refer to the HDO Procedure Guide. The Town of Herndon Zoning Ordinance regulates the size and location of accessory structures. Check with Community Development staff for more information.*

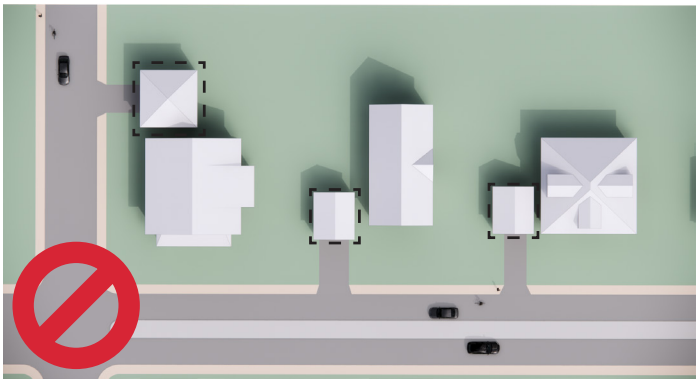
Guidelines For New Construction Of An Accessory Structure On A Contributing Property

1. New accessory structures on contributing properties should be sited so that they do not negatively impact the contributing resource or historic site features.
   - **a.** New accessory structures should be sited in a traditional location for its intended use.
   - **b.** The size and massing of the accessory structure should be clearly ancillary to the contributing resource.
   - **c.** Historic site or landscape features should not be removed to accommodate the construction of the accessory structure.

2. New accessory structures should not attempt to create a false historical narrative.
3. The design of the accessory structure should be compatible with the primary building by using similar roof type (shape and slope), opening patterns, and materials.
    a. Roof slope and form should reflect those of historic accessory structures on the site or that of the contributing resource. Shed roofs on smaller accessory structure may be appropriate.
    b. Windows representing multiple panes should have simulated divided lites to ensure a realistic muntin profile on the exterior of the glass.
    c. Window and door trim should be an appropriate size and profile for the size of the structure and the feature.
    d. Decorative embellishment should be kept to a minimum.
    e. Colors should be compatible with the primary building or standard barn red.
4. Materials should be traditional materials of wood, stone, brick and/or metal, or appropriate modern materials.
    a. The appropriateness of alternative materials should be determined based upon the considerations found in Chapter 6.
    b. Plastic, heavy-duty resin, and vinyl are not appropriate materials for accessory structures on contributing properties.
5. Small prefabricated wood sheds, located where they cannot be seen from the public right-of-way, may be appropriate provided that they do not adversely impact any historic site features.



Appropriate placement of accessory structures and parking behind and to the side of the principle building.



Inappropriate placement of accessory structures and parking closer to the street than the principle building.

Guidelines For New Construction Of An Accessory Structure On A Noncontributing Property

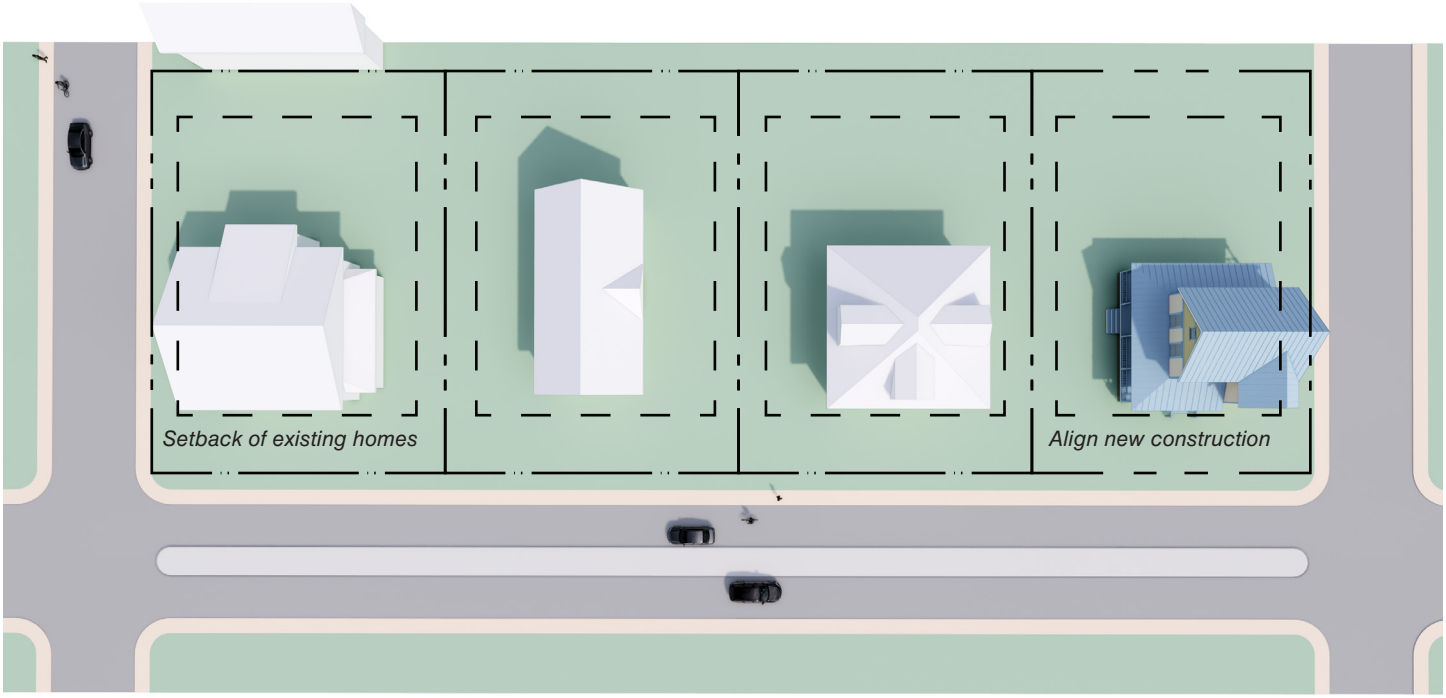
1. New accessory structures on noncontributing properties should be sited in a traditional location for its intended use.
    a. The size and massing of the accessory structure should be clearly ancillary to primary building on the site.
2. The design of the accessory structure should be compatible with the primary building by using similar roof type (shape and slope), opening patterns, and materials.
    a. Roof slope and form should reflect those of the primary building on the site.
    b. The color of the roofing material should complement the roof color of the primary building on the site.
    c. Windows representing multiple panes should have simulated divided lites to ensure a realistic muntin profile on the exterior of the glass.
    d. Window and door trim should be an appropriate size and profile for the size of the structure and the feature.
    e. Decorative embellishment should be kept to a minimum.
    f. Colors should be compatible with the primary building or standard barn red.
3. Materials should be traditional materials of wood, stone, brick and/or metal
    a. The appropriateness of alternative materials should be determined based upon the appropriate considerations found in Chapter 6.

CHAPTER 9
GUIDELINES FOR NEW CONSTRUCTION

New Construction Guidelines for Single Family Detached Residential

The following guidelines are for new house construction in the HPOD. New construction design guidelines for commercial, mixed use, townhouse and multifamily structures are located in the Herndon Downtown Pattern Book. New construction guidelines may apply if more than 50% of an existing structure's exterior is proposed to be altered or demolished. The guidelines in this section apply to principal buildings. For guidelines on accessory buildings, see Chapter 5 for contributing resources and Chapter 6 for noncontributing resources.

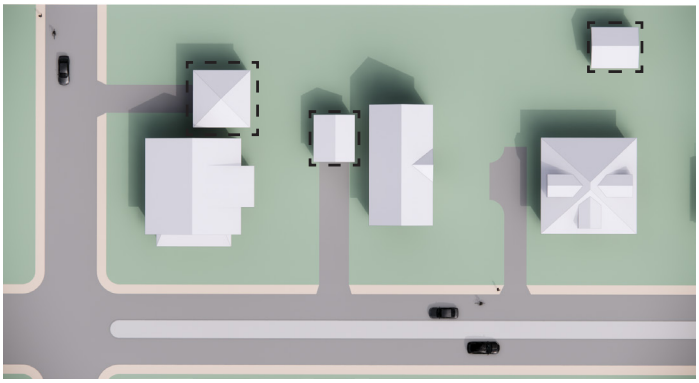
Herndon's historic residential neighborhoods convey a classic small town neighborhood appearance and unique sense of place. To enhance and not detract from the classic appeal of the contributing structures and the surrounding neighborhood, new residential structures must be carefully planned and designed to maintain the historic character of the district. Adherence to the following guidelines is critical to ensure that new construction within the HPOD is consistent with the location, setback, scale, massing, height, and form of the HPOD'S existing historic (contributing) structures.



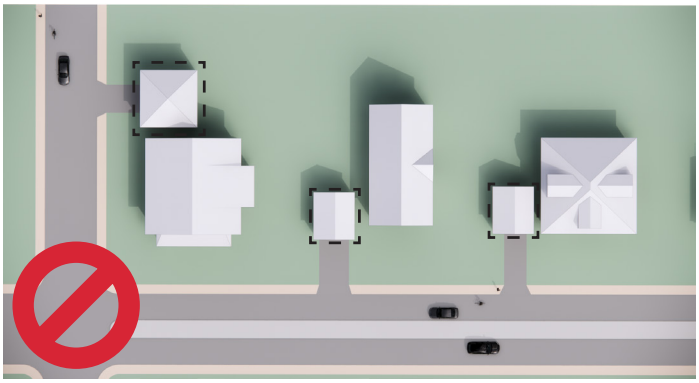
Property Lines

Setbacks

Appropriate setbacks, building orientation, and building scale should match adjacent properties



Appropriate placement of accessory structures and parking behind and to the side of the principle building.



Inappropriate placement of accessory structures and parking closer to the street than the principle building.

CHAPTER 9
GUIDELINES FOR NEW CONSTRUCTION

Siting a New Building:

1. Position new buildings on the lot in a manner that is consistent with contributing structures on the same block in order to retain the historic character and pattern of the neighborhood.
   a. Match the building orientation and building separation from the street established by the historic buildings in the neighborhood.
   b. Maintain the rhythm of buildings along the street staying consistent with the average distances between historic buildings in the neighborhood.
   c. To maintain an appropriate siting, the shape and size of building footprints should correspond to the lot configuration. For example, a building that is wider along its frontage than its sides may not be appropriate on a narrower lot, unless it is much smaller than other houses.
2. Orient parking to the side and rear of the lot. Parking should not be located in the front yard.
3. Avoid impacts to any existing traditional streetscape features including street trees.
4. Locate HVAC and other mechanical equipment on the ground and in locations that are not visible from public streets or susceptible to flooding.

Architectural Style:

1. Design new residential buildings to be compatible in style to the HDO's historic houses. Use the Historic Building Resources in Chapter 4 to verify the architectural styles found in the HDO and the details and elements that define the individual styles.
   a. A new house should specifically reflect one of these architectural styles and that style should be carried through the design of the house from basic form to specific details.
   b. A modern interpretation of a single historic architectural style can be used, however the forms should remain consistent with the historic architectural style chosen.
   c. Mixing of architectural styles or the inclusion of forms and elements that are not consistent with the selected architectural style is inappropriate and should not be done.

Establishing the Building's General Shape and Size:

1. Shape and size building for consistency with overall massing and scale of historic buildings within the HDO, particularly those of the same architectural style as the new structure. Building dimensions and complexity in form help to define the massing and scale of a building.

Building Dimensions

a. Establish a building height from finished grade to roof ridge (measured in feet) within the typical range of heights of historic buildings on the block and immediate surrounding neighborhood.

b. Limit the distance between the existing grade (pre-development) and the first floor height of new buildings to two feet or less on facades visible from the street, unless a high foundation wall is a prevalent feature of historic buildings on the block and within the immediate neighborhood.

c. Overall building height can be managed by minimizing the first floor height and by breaking up large roof forms with architectural features such as dormers.

d. Establish the width and length of the building taking into consideration the shape of the lot, any prevailing historic building shapes and sizes on the block, and architectural style of the building.

e. Establish the proportion of length to width and width to height. These proportions will dictate whether the building has a horizontal or vertical orientation and whether it's mass is most visible from the front or a side elevation. Maintain consistency with any prevailing historic building dimensions present on the block particularly and the HDO generally.

Complexity in Form

a. The overall shape of a roof, its basic form, can be simple or complex, symmetrical or asymmetrical. The overall roof shape should be broken up into smaller forms to help reduce the roof massing and scale. Manage large roof forms with the use of cross gables, dormer windows, secondary roofs at lower heights, and similar features and techniques.

b. Smaller roof forms should not be used indiscriminately if they do not relate to the arrangement of bays and building spaces below the roof.

c. The overall roof shape and design, including slope or pitch, should reflect the typical roof shape and design of the architectural style of the house.

d. Below the roof, building form can be broken up with vertical-oriented features, horizontal–oriented features, or often a combination of both. These features should be used to differentiate wall planes. New houses should reflect the size and scale of the contributing resources in the HDO with simpler forms. Larger houses, will require breaking up the wall planes and forms to better reflect an appropriate scale and mass.

e. While the introduction of more complex forms can improve the overall scale and mass of new construction, excessive complexity is a departure from the historic architectural forms found in the HDO.

f. Architectural features such as porches, details such as eaves and trim, and wall openings (windows/doors) can also help define the mass and scale of a structure.

Incorporating Architectural Features:

1. All facades of a new house should have thoughtfully composed facades that reinforce the architectural style, the appropriate massing and scale, and consistency in how architectural features are incorporated.
2. Avoid designing building exteriors based upon interior layouts. Exterior roof forms, window locations and sizes, and other exterior features such as porches should be designed and then the interior space programmed to work with the architecture.
3. Incorporate open front and/or side porches and porticos. Incorporate the architectural style of the house into all components of the porch design, including but not limited to roof form, column type, balustrade pattern, porch skirt details, and porch decking orientation.
4. Do not attach garages unless the shape and size of the lot prohibits the use of a detached garage. If space limitations necessitate the use of an attached garage; it should be placed in the rear yard behind the house and attached with an architectural hyphen or breezeway. If space constraints do not allow the use of an architectural hyphen or breezeway, integrate attached garages into the principal house form in a manner that fully hides the garage and does not create any forms or massing that disrupt the appropriate scale of the house. When integrated into the house, do not use front-loaded garage doors. Do not use side-loaded garage doors either unless the doors are setback from the front of the house and screened from view from a street.
5. The rhythm, pattern, size, and design specific window details, such as the muntin pattern or jamb profile, should reflect the same characteristics of the architectural style chosen. Simulated true divided windows are necessary to create the appearance of realistic muntins, an important feature of historic windows.
6. Align windows horizontally and vertically across the front and side elevations and use consistent window sizes and designs. Horizontally align windows in architectural bays. Specialty windows, that reflect the historic architectural style, may be used in architecturally appropriate locations such as Palladian windows in gable ends, transom windows and side lights around front doors, and fixed stain glass windows at internal stairwell landings. Recess windows on masonry buildings and use a raised trim surround on frame buildings.
7. Door placement should reinforce the symmetry or asymmetry of the house. A single front door should be prominently placed on the front façade and designed to be consistent with the architectural style of the house. Double doors should not be used. The front door surround is a good place to add details that reinforce the architectural style of the house such as transom windows and side lights or decorative trim and headers. Secondary doors should convey a simpler expression of the front door's design, while keeping with architectural style.

8. Incorporate chimneys into new construction that are designed to appear as full working wood-burning chimneys. If placed outside an exterior wall, clad the chimney in its entirety in either brick or stone veneer. If internal, build a false chimney above the roof that is clad in either brick or stone veneer. Decorative chimney caps should be included and should reflect the architectural style of the house.

Adding the Ornamentation

1. Add exterior details and ornamentation to reinforce the chosen architectural style. Avoid over decoration or any decorative features that are not typical of the historic style the house is meant to reflect.
2. Locate style-specific details on the façade in areas where they would be historically placed. Common locations include immediately below the roof within the gable ends, the eaves, and the cornices, around windows and doors, and on porches and porticos.
3. The size and scale of details such as window trim or rafter tails should reflect the size and scale of the same features found on the historic architectural style the new house reflects. Details that are not sized appropriately or located correct locations will detract from the authenticity of the design.
4. When used appropriately to reinforce the architectural style of the house, shutters should be operable or fully designed, sized, and installed to appear operable with complete shutter hardware and placement at the jamb of the window.
5. Design eaves with some degree of detail such as beadboard soffits, decorative rafter tails, or wide rake boards with possible decorative profiles to reinforce and reflect the architectural style of the house.
6. Light fixtures should reflect the period of the building's architecture and the size of the fixture and its proportions should be scaled appropriately to fit with the scale of the house and its other details and features.
7. The design qualities of any exterior materials, such as siding profile, should reflect the architectural style of the house.

Choosing the Exterior Materials

1. Materials selected should be consistent with the architectural style of the structure.
2. Materials used commonly during the HDO period of significance and modern materials designed to mimic those historic materials and designed to be painted, unless masonry, are appropriate.
3. Do not use modern materials with a plastic appearance or composition, or materials that cannot offer a scale, profile, and finish to mimic the appearance of a historic material. Vinyl is not an appropriate materials for any exterior component.

4. Modern materials that may be used in applications that traditionally were wood, must be painted and designed to hold paint, and be cut and installed in a manner similar to wood. They must also share the same visual characteristics of wood such as size, scale, finish, and profile.
5. Use decorative and durable roof cladding. Primary and secondary roofs may have different cladding materials. The use of metal shingles or metal stand seam panels are encouraged on primary and/or secondary roofs.
6. Use the primary cladding materials on all sides of the house.
7. For houses proposed with horizontal lap siding, use cedar painted (or similar hardwood) or fiber cement boards. Fiber cement boards should not have a raised woodgrain texture.
8. For houses with stucco, brick, or other traditional masonry material as the primary cladding material, the pattern, course, and texture should appropriately reflect the historic application of those materials.
9. Cladding materials may be mixed with a primary (field) and secondary (accent) material. This approach may be used to add visual interest and ornamentation to the facades and to reinforce the architectural style of the house.
10. Exterior materials collectively should present a textured and varied surface reflecting historic examples. Avoid an image of overall flatness with wall plane articulation, material texture, and material profile. Materials that exhibit a degree of depth such as siding with a Dutch lap profile create shadow lines that can help generate the proper articulation of a façade.
11. Use trim in an appropriate size, profile, and location to reflect the architectural style of the house. Use fascia, rake, and corner boards on houses with siding. Use window trim with sills and headers on house with siding and sills and lintels on masonry clad houses.
12. Clad exposed house foundations in stone or brick. Porch foundations should have the same cladding in addition to wood lattice between brick or stone clad piers.
13. Doors should be painted unless made of wood and stained when appropriate to reflect the architectural style of the house. Avoid doors with faux wood grains or faux wood stains.
14. Windows should be painted unless made of wood and stained when appropriate to reflect the architectural style of the house. Avoid window materials that cannot reflect the same visual qualities of wood such as size, scale, finish, and profile.

Articulation of Openings

1. Traditionally designed openings generally are recessed on masonry buildings, but have a raised surround on frame buildings.
2. New construction should follow these methods in Downtown Herndon as opposed to designing openings that are flush with the rest of the wall.

Frame Opening Articulation

Masonry Opening Articulation

Flush Framing- Not Recommended

Guidelines For Relocation And Demolition

Relocation should be a final alternative, reserved only for historic buildings that face eminent threat of demolition. When a contributing building is lost from the district, it impacts the district as a whole and diminishes the integrity of the overall district. Removing a historic building from its original site and setting disconnects the resources from the context in which it was meant to exist; relocating a building from the HDO will remove its contributing status and any available incentives or protections. All other alternative should be explored before a contributing building is relocated.

Relocating a contributing building in the HDO requires a COA. The following factors should be considered and discussed with Herndon's Community Development staff prior to applying for a COA:

1. Site and Setting
    - **a.** What options are there for relocation that provide a similar site and setting?
    - **b.** Will the building or overall HDO's integrity be negatively impacted by relocation of the resource?
    - **c.** Are there appropriate vacant lots with similar setting and context available within the district that can receive the building?
1. Structural Integrity
    - **a.** Will the process of moving the building negatively impact its structural integrity?
    - **b.** Will the building survive the move?
1. Threats to the resource
    - **a.** Is moving the building the only way to save it from demolition?
    - **b.** Will the building be moved within the district or to a location outside of the district?
    - **c.** If the building is to be moved from the district, can restrictions be placed on it to ensure its preservation in its new location?

Guidelines

1. Document the threat.
    a. Demonstrate why the building cannot remain in its historic location.
2. Secure a site that is compatible with the character of the original site.
    a. Considerations should include:
        i. Setback
        ii. Lot size
        iii. Orientation
        iv. Relationship to surrounding resources
3. Protect character-defining features of the building prior to the move.
    a. If feasible, move the building as a single unit, rather than dissecting it, which could result in the loss of historic material.
    b. Carefully plan the move route to take into account trees and other vegetation, power lines, and other obstacles.

Relocation Process

If a COA for relocation is granted, the following steps should be taken to prepare for relocation:

1. Document the building in its historic setting prior to moving it. Documentation should include photographs that fully illustrate the exterior elevations of the building and the surrounding site.
    a. Consider measuring the building if it is possible that substantial repairs will be necessary after the building is moved.
    b. Identify an experienced company to relocate the building. Be sure to check their references.
    c. Explore the potential for archaeological resources on the moved building site and the receiving site; consider hiring a professional archaeologist to examine the sites prior to relocation.

Noncontributing buildings may be proposed for relocation to or within the historic district, provided their new location does not negatively impact adjacent historic buildings or the overall character of the HDO. A COA is required from the HDRB prior to relocating noncontributing buildings to ensure the placement and siting of the building is consistent with the surrounding district.

Demolition

The demolition of historic buildings within the HDO is strongly discouraged, as it results in a permanent loss that diminishes the overall integrity of the district. All alternatives should be exhausted before a building is demolished.

During the COA application process, the building and its integrity should be re-evaluated to determine if it is still considered a contributing resource to the district; it is possible that if the building is being demolished due to neglect it no longer possesses the level of integrity required to be considered a contributing resource. If during this process it is determined that the building is no longer contributing, then the process for a noncontributing building should be followed.

If, however, the building is found to be contributing, the following factors must be considered before demolition can be approved:

1. Condition
    - **a.** Is the building structurally unsound or would it require unreasonable repairs to be deemed salvageable?
2. Impact to historic integrity of the district
    - **a.** Will the removal of the building negatively impact the historic integrity of the district?
    - **b.** How rare is the style or type of resource proposed for demolition?
    - **c.** Is it in a visible or prominent location within the district?

Guidelines

1. Discuss alternatives to demolition with Herndon's Community Development staff and the HDRB.
    a. Redesign the project to eliminate the need for demolition.
    b. Redesign the project to incorporate the building.
    c. Sell the building.
    d. Relocate the building within the HDO.
    e. Relocate the building outside the HDO.
2. Document the condition of the building to justify its removal and identify any existing hazards (structural unsoundness, abatement needs).
    a. Provide reports from professionals discussing their findings; examples include a structural report prepared by an engineer or an abatement report. Any reports should be signed and sealed by the professional who prepared them. Details included in the report should detail the on-site conditions that support the demolition.
    b. Provide a cost analysis of the expense of the rehabilitation versus market value of the property.
3. Identify the impact of the demolition on the subject project and any adjacent or surrounding properties.
    a. Provide a streetscape analysis to illustrate how the removal of the building impacts the street and the surrounding district.

Demolition Process

If a COA for demolition is approved, prior to demolition the following steps are required to be taken at the property owner's expense:

1. For primary historic buildings, document the building and provide the materials to the Town of Herndon in order to record the historic building; documentation should meet Historic American Building Survey (HABS) Level III Documentation, which includes:
    a. A sketch plan
    b. Interior and exterior photographs
    c. And a written history of the property.
2. For historic accessory structures, take representative photographs of the building (interior and exterior) to document the building; a sketch plan and written history is not necessary.
3. Any new construction proposed for the cleared lot shall be in conformance with the New Construction Guidelines outlined in Chapter 7 of this document and shall be approved by HDRB prior to issuance of a demolition permit for the contributing resource.

Noncontributing buildings may be proposed for demolition. A COA is required from the HDRB prior to demolishing noncontributing buildings. The applicant should be prepared to document the condition of the building to justify its removal.

11

APPENDIX

Glossary

Adaptive Use: A use for a structure other than its historic use, normally entailing some modification of the structure.

Bay: The regular spacing of windows and doors.

Brackets: A projecting structural or decorative member supporting or appearing to support extended eaves, cornices, porch roofs, or upper floors. Commonly found on Italianate, and some later Victorian houses.

Bungalow: A general term for a small, one-and-one-half story rectangular house, usually sited perpendicular to the street, typically with some Craftsman detailing and a wide front porch.

Character-Defining Feature: A prominent or distinctive aspect, quality, or characteristic of a historic property that contributes significantly to its physical character. Structures, objects, vegetation, spatial relationships, views, furnishings, decorative details, and materials may be such features.

Condition: The physical state of a structure or its components.

Condition Assessment: An evaluation of the physical condition of a structure, distilled by elements and details, with a description of deteriorated areas and the cause for deterioration.

Condition Assessment Report: A formal report which presents the condition assessment data. This report may cover the entire historic structure or a single feature or system.

Contemporary yet compatible: A principle that encourages contemporary designs that are compatible with the scale, massing, form, materials, color, and texture of a historic building in order to differentiate modern elements from historic.

Compatible: (of two things) able to exist or occur together without conflict; in harmony with surroundings.

Context: The setting in which a historic element, site, building, structure, street, or district exists.

Contributing resources: A building, site, structure, or object adding to the historic significance of a property.

Cornice: The exterior trim at the top of a wall where it meets the roof.

Cultural Landscape: A geographic area, including both cultural and natural resources and the wildlife or domestic animals therein, associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values.

Cultural Resource: An aspect of a cultural system that is valued by or significantly representative of a culture or that contains significant information about a culture. A cultural resource may be a tangible entity or a cultural practice. Tangible cultural resources are categorized as districts, sites, buildings, structures, and objects for the National Register of Historic Places and as archaeological resources, cultural landscapes, structures, museum objects, and ethnographic resources for NPS management purposes.

Cultural Resource Management (CRM): The range of activities aimed at understanding, preserving, and providing for the enjoyment of cultural resources. It includes research related to cultural resources, planning for actions affecting them, and stewardship of them in the context of overall park operations. It also includes support for the appreciation and perpetuation of related cultural practices, as appropriate.

Cupola: A small rooftop structure, often decorative but able to provide ventilation and light to the center of the house.

Design Guidelines: Criteria which provide direction to projects regarding design, and help to ensure that rehabilitation projects and new construction respect the character of designated buildings and districts.

Dormer: A small gable or shed projecting from a sloped roof containing a window to bring light and ventilation into an attic or upper floor.

Eaves: The lower edge of a pitched roof that extends past the supporting wall, particularly the underside.

Façade: The main exterior wall of a building, usually at the front or entry wall.

Fanlight (fan): An arched window over the main entrance, often with radial muntins suggesting a fan or sunburst.

Foursquare: A general term for a two-and-one-half story rectangular or square house, with a low-pitched hipped roof, often with a deep entry porch and centered main entrance. The plan often features four roughly square

rooms per floor and usually features elements of the Craftsman style.

Historic American Building Survey (HABS) or Historic American Engineering Record (HAER): Architectural and engineering documentation programs that produce a thorough archival record of buildings, engineering structures, and cultural landscapes significant in American history and the growth and development of the built environment.

Historic Character: The sum of all visual aspects, features, materials, and spaces associated with a property's history.

Historic District: A geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, landscapes, structures, or objects, unified by past events or aesthetically by plan or physical developments. A district may also be composed of individual elements separated geographically but linked by association or history.

Historic Preservation Tax Incentives: A national program created to encourage private sector investment in the rehabilitation and reuse of historic buildings. Also known as Historic Rehabilitation Tax Credits, these are dollar-for-dollar reductions in income tax liability for taxpayers who rehabilitate historic buildings.

Federal Rehabilitation Tax Credits: A 20% income tax credit for the rehabilitation of historic, income-producing buildings that are determined by the Secretary of the Interior, through the National Park Service, to be "certified historic structures." The State Historic Preservation Offices and the National Park Service review the rehabilitation work to ensure that it complies with the Secretary's Standards for Rehabilitation, while the Internal Revenue Service defines qualified rehabilitation expenses on which the credit may be taken.

Virginia State Rehabilitation Tax Credits: A 25% income tax credit for the rehabilitation of historic owner-occupied and income-producing buildings that are determined by the State Historic Preservation Office to be "certified historic structures." The State Historic Preservation Office (and the National Park Service for projects that qualify for both credits) review the rehabilitation work to ensure that it complies with the Secretary's Standards for Rehabilitation, while the Internal Revenue Service defines qualified rehabilitation expenses on which the credit may be taken.

Historic Property: Any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places maintained by the Secretary of the Interior. This term includes artifacts, records, and remains that are related to and located within such properties. The term includes properties of traditional religious and cultural importance to an Indian tribe or Native Hawaiian organization and that meet the National Register criteria.

Historical Significance: The meaning or value ascribed to a structure, landscape, object, or site based on the National Register criteria for evaluation. It normally stems from a combination of association and integrity.

Infill: New construction in historic districts on vacant lots or to replace existing buildings.

In-Kind: The replacement of historic fabric with new material that marches the historic detail, configuration, appearance and fabric as closely as humanly possible.

Integrity: The authenticity of a property's historic identify, evidenced by the survival of physical characteristics that existing during the property's historic period.

Maintenance: Upkeep of property or equipment either on a regular basis or as a non-recurring event.

Massing: The exterior sculptural composition of the volumes of a building; comprised of shape, form, and size.

National Historic Preservation Act (NHPA): Declares a national policy of historic preservation, including the encouragement of preservation on the state and private levels; authorizes the secretary of the interior to expand and maintain a National Register of Historic Places including properties of state and local as well as national significance; establishes the Advisory Council on Historic Preservation; requires federal agencies to consider the effects of their undertakings on National Register properties and provide the Advisory Council opportunities to comment (§106).

National Park Service (NPS): A bureau of the U.S. Department of the Interior which is responsible for the preservation of natural and cultural resources.

National Register of Historic Places (NRHP): The United States' official list of structures, sites, objects, and districts that embody the historical and cultural foundations of the nation, established in 1966 and managed by the National Park Service.

Non-contributing resources: a building, site, structure, or object that does not add to the historic significance of a property.

Orders: Classical design principles that determine the proportions, size, and shape of columns and entablature.

Greek Orders: (illustrate each)
- Doric
- Ionian
- Corinthian

Roman Orders: (illustrate each)
- Tuscan
- Composite

Pediment: A triangular, gently sloped gable over the entablature on a Classical building. It may be used as a style element, where it is placed over doors and windows, or above porches and pavilions.

Period of significance: The span of time in which a property attained the significance for which it meets the National Register criteria.

Portico: A porch or covered walk consisting of a roof supported by columns.

Preservation: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Preservation Maintenance: Action to mitigate wear and deterioration of a historic property without altering its historic character. Action includes protecting its condition, repairing when its condition warrants with the least degree of intervention including limited replacement in-kind, replacing an entire feature in-kind when the level of deterioration or damage or materials precludes repair, and stabilization to protect damaged materials or features from additional damage. For archaeological sites it includes work to moderate, prevent, or arrest erosion.

Purlin: A horizontal beam along the length of a roof, resting on a main rafter and supporting the common rafters or boards.

Rafter tails (rafter ends): A rafter, bracket, or joist which projects beyond the side of a building and supports and overhanging portion of the roof (eave).

Reconstruction: The act or process of depicting, by means of new work, the form, features, and detailing of a non-surviving historic structure or any part thereof, for the purpose of replicating its appearance at a specific time in its historic location.

Rehabilitation: The act or process of making possible an efficient compatible use for a historic structure or landscape through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural and architectural values.

Restoration: The act or process of accurately depicting the form, features, and character of a historic structure as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Ridge beam (or ridge pole): the longitudinal beam at a roof's ridge that receives the rafters.

Roof types:

Gable roof: a roof of two equal slopes joined to create a gable at each end
- **Cross gabled:** a gable intersecting the main roof at right angles, typically over the front entry.
- **Front gabled:** having the house entry and a gable end facing the street, with eaves on the sides.
- **Side gabled (or end-gabled):** having the house entry and an eave side facing the street, with gables at the ends.
- **Dutch gable:** hybrid of hipped and gable with the gable (wall) at the top and hipped lower down

Half-hipped/clipped gable/jerkinhead: The end of a roof that is hipped [sloped] for only part of its height, leaving a truncated gable.

Hipped: A gabled roof "beveled," or hipped, at both ends so that it slopes toward the peak from all sides.

Pyramidal: A hipped roof of four roughly equal sides meeting at the top in a pyramid.

Complex:

Pent: A secondary, shed-roofed structure added against the main house; a small roof or hood over an entry or window.

Shed: A roof having only one sloping plane and no hips, ridges or valleys.

Scale: The proportion used in determining the relationship of a representation to that which it represents. To draw or reproduce in accordance with a particular proportion or scale.

Secretary of the Interior's Standards for Rehabilitation: The set of standards that are regulatory for historic rehabilitation tax credit projects and are applied to all certified historic structures (interior and exterior) as well as the site and related new construction.

Setting: The physical environment of a historic property; the character of the place in which the property played its historical role.

Shop Drawings: Drawings submitted by the construction contractor or a subcontractor at any tier or required under a construction contract, showing in detail: the proposed fabrication and assembly of structural elements; the installation (i.e., form, fit, and attachment details) of materials or equipment; or both.

Sidelight: A window of set of windows that flank a door.

State Historic Preservation Office (SHPO): State Historic Preservation Officers (SHPOs) administer the national historic preservation program at the state level, review National Register of Historic Places nominations, maintain data on historic properties that have been identified but not yet nominated, and consult with federal agencies during Section 106 review (federal agencies seek the views of the appropriate SHPO when identifying historic properties and assessing effects of an undertaking on historic properties). The governor of their respective state or territory designates SHPOs.

Stewardship: The cultural and natural resource protection ethic of employing the most effective concepts, techniques, equipment, and technology to prevent, avoid, or mitigate impacts that would compromise the integrity of park resources.

Streetscape: The appearance or view of a street.

Sustainability/Sustainable Design Practices: Sustainable Design Practices allow for use and enjoyment by the current generation, while ensuring that future generations will have the same opportunities. Sustainable Design Practices include those choices, decisions, actions and ethics that will best achieve ecological/biological integrity; protect qualities and functions of air, water, soil and other aspects of the natural environment; and preserve human cultures.

Parts of a window: (illustrate main components)

Sash: The frame of a window holding the glass, which may be fixed or movable, swinging (casement) or vertical sliding (single-, double-, or triple-hung).

- **Sash Weights**
- **Sash Cords**
- **Sash Pulleys**

Stile: vertical sash members

Rail (Meeting Rail): horizontal sash members

Divided lites: Division of light by the use of muntin bars.

- **Mullion:** a vertical bar between the panes of glass in a window.
- **Muntin:** a vertical bar between the panes of glass in a window.
- **Authentic or True Divided Lites (ADL or TDL):** Single or insulating glass, individually glazed between the muntin bars.
- **Simulated Divided Lites (SDL):** Muntins permanently adhered to the interior and exterior of the glass.
- **Space Bar:** Tiny aluminum bars inserted between SDL muntins to emulate an ADL/TDL.
- **Grilles Between Glass (GBG):** Aluminum flat or contour bars dividing the glass visually, but not physical

Frame: The framework that surrounds and supports the entire window system, consisting of head, jamb, and sill.

Head: The main horizontal portion at the top of a window frame.

Jamb: The main vertical portion at the sides of a window frame.

Sill: The main horizontal portion at the bottom of a window frame; a ledge forming the bottom part of a window.

Apron: A piece of casing or decorative trim installed against the wall immediately beneath the stool of a window.

Stool: A horizontal trim member that laps the window sill above the apron and extends beyond the interior casing.

Casing: the moldings that go around the window frames.

Drip cap: A piece of molding installed at the top of the window to allow water to run off the casing of the unit.

Pane: a single sheet of glass in a window.

Use: How the structure will be utilized following realization of its ultimate treatment. The function(s) the structure will serve and the activities which will take place within the structure.

Vernacular architecture: The common building style of a period or place based on regional forms and materials.

Virginia Department of Historic Resources (VDHR or DHR): A state agency under the Department of Natural Resources, which acts as the State Historic Preservation office in Virginia.

Virginia Landmarks Register (VLR): Virginia's official list of properties important to state history, established in 1966 and managed by the Department of Historic Resources.

Workmanship: The physical evidence of the crafts of a particular culture or people; the techniques and skills necessary to execute or construct a particular detail or feature.

Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards are common sense principles in non-technical language, and therefore are often used as the basis for local historic district design guidelines. These standards were developed to help protect our nation's irreplaceable cultural resources by promoting consistent preservation practices. As such, they are written to apply to buildings ranging in size from a storage shed to a high-rise office building.

The word "rehabilitation" acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's character. The Standards for **Rehabilitation** are the most flexible of the four sets of Standards for the Treatment of Historic Properties created by the National Park Service. The other three treatment standards are **Restoration**, **Preservation**, and **Reconstruction**; these have not been used to develop this document, but can be found on the National Park Service's website.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
2. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of its site and environment.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources may be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Incentive Programs

There are several programs available offering incentives for historic preservation activities. The two most well-known are the Federal and State historic rehabilitation tax credit programs. Historic tax credits are a dollar-for-dollar reduction on income tax liability for taxpayers who rehabilitate historic buildings. For entities that cannot use the credits (such as non-profits or churches), a process of syndication enables them to be transferred to a taxpaying entity in exchange for cash.

Federal

Historic Rehabilitation Tax credits

The Federal Tax Credit Program was established in 1977; to date, rehabilitations have occurred in all fifty states, Puerto Rico, and the Virgin Islands. The Federal Historic Rehabilitation Tax Credit Program offers a **20% income tax credit** for the rehabilitation of historic, **income-producing buildings** that are determined to be "certified historic structures." In order to be eligible, a property must be individually listed in the National Register of Historic Places, contributing to a National Register historic district, or deemed eligible, either individually or as part of a district, for inclusion in the National Register.

The tax credit program is a three-part application process:

- **Part 1 – Evaluation of Significance:** The Part 1 application provides information about the appearance and significance of the project building; this portion of the application is not required for buildings individually listed on the State and National Registers.
- **Part 2 – Description of Rehabilitation:** The Part 2 application describes the current condition of the building and outlines the planned scope of work for the rehabilitation. The proposed work is evaluated by the SHPO and NPS based on the Secretary of the Interior's Standards for Rehabilitation (for the full text of the SOIS for Rehab, see page x).
- **Part 3 – Request for Certification of Completed Work:** The Part 3 application is submitted upon project completion, and documents in photographs that the work was completed as proposed. Approval of this application certifies that the project meets the Standards and is a "certified rehabilitation," allowing the applicant to claim the 20% credit.

In order to adequately review the proposed work, SHPOs/NPS require the following documentation:

- **Photographs:** A comprehensive set of photographs documenting both the exterior and interior of a building prior to the start of work must be included with either the Part 1 or Part 2 application. Photographs should be in color, taken at a high resolution, and printed at least 4" x 6" in size on photographic paper. Photographs should also be numbered, labeled or captioned, and keyed to accurate existing floor plans.

- **Drawings:** Drawings illustrating the proposed work should be included with the Part 2 application. Sufficient detail should be included to show planned alterations or new construction. Typical drawings included with a Part 2 application include floor plans, elevations, and sections. Additional detailed drawings, such as those of existing and proposed new windows in the case of window replacement, may also be required for a successful Part 2 application.
- **Maps and Site Plans:** Maps are helpful to include with the Part 1 application to clearly identify the project building site, particularly if it is within a historic district. If available, historic maps, such as Sanborn Fire Insurance Maps, can also be included to help accurately document changes that were made to a building during or outside of the period of significance.

In order to qualify for the program, projects must be substantial in nature as judged by the Substantial Rehabilitation Test: for the Federal program the requirement is that eligible expenditures must exceed the owner's adjusted basis in the building or $5,000, whichever is greater. The measuring period for the Substantial Rehabilitation Test is 24 months, unless a project is phased, then the measuring period is extended to 60 months. The measuring period must end the same year that the project is completed, but the owner does not have to complete the project within the measuring period. For Federal projects, the adjusted basis is determined at the start of the measuring period. Additionally, if phased, the phasing plan must be in place prior to the start of construction. At the completion of a Federal project, there is a five-year holding period. The credits can be carried forward for twenty years, and back one year.

For additional information, the National Park Service has a guide to the Federal Historic Preservation Tax Program, which can be accessed here. Direct links to more information are also provided in the Resource Guide.

Virginia

State Historic Rehabilitation Tax Credits

The Virginia State Historic Rehabilitation Tax Credit Program was established in 1997. The Virginia program offers a **25% income tax credit** for the rehabilitation of historic, **owner-occupied or income-producing buildings** that are determined to be "certified historic structures"; income-producing projects often qualify for both State and Federal credits. As with the Federal program, in order to be eligible, a property must be individually listed in the National Register of Historic Places, contributing to a National Register historic district, or deemed eligible, either individually or as part of a district, for inclusion in the National Register.

The application process and required documentation is the same for the State and Federal programs.

In order to qualify for the program, projects must be substantial in nature as judged by the Substantial Rehabilitation Test: for the Virginia State program the requirement is dependent on whether the building is an owner-occupied residence or an income-producing property: for owner-occupied residences,

the eligible expenditures must be at least 25% of the local government's assessed value of the building (excluding land) in the year prior to starting work, while for income-producing properties, the eligible expenditures must be at least 50% of the local assessed value. The measuring period for the Substantial Rehabilitation Test is 24 months, unless a project is phased, then the measuring period is extended to 60 months. The measuring period must end the same year that the project is completed, but the owner does not have to complete the project within the measuring period. For Virginia projects, as described above, the assessed value is determined the year prior to starting work. Additionally, if phased, the phasing plan must be submitted with the Part 2 application. At the completion of a Federal project, there is no holding period; once the project is closed out, the applicant can do additional work on the building without reporting it to the Virginia Department of Historic Resources. The credits can be carried forward for ten years; there is no carryback with State credits.

Direct links to more information are also provided in the Resource Guide.

Regulatory Framework

Click here for online access to Virginia State Code Section 15.2-2306

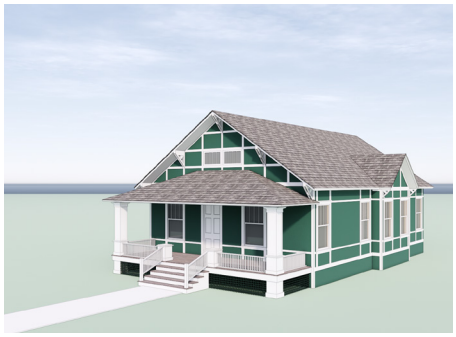
Cyclical Maintenance Checklist

Building name:

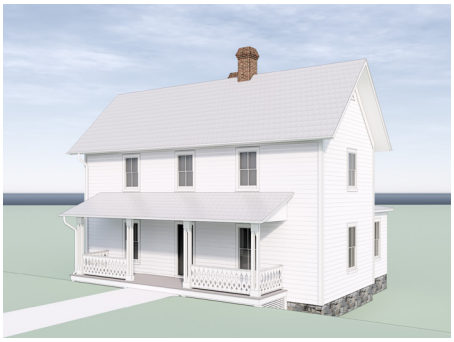
Building address:

Year:

Feature	Inspection Frequency	Date	Notes
Roof	Annually: Spring or Fall		
	Plus every 5 years by roofer		
Chimney(s)	Annually: Fall		
	Plus every 5 years by mason		
Roof Drainage	Bi-annually: Before wet season		
	Bi-annually: After wet season		
Exterior Walls	Annually: Spring		
Porch(es)	Annually: Spring		
Windows	Annually: Spring		
Foundation	Annually: Spring/During wet season		
Building Perimeter	Annually: Winter (after leaves drop)		
Entryways	Annually: Spring		
Doors	Bi-annually: Spring		
	Bi-annually: Fall		
Attic	Quarterly: Winter		
	Quarterly: Spring		
	Quarterly: Summer		
	Quarterly: Fall		
Basement/Crawl Space	Quarterly: Winter		
	Quarterly: Spring		
	Quarterly: Summer		
	Quarterly: Fall		






Historic District Overlay

GUIDELINES

2020

TOWN OF Herndon VIRGINIA